

JOB TITLE: RESTORE RECEIVING SPECIALIST

POSITION VISION AND SUMMARY:

The **ReStore Receiving Specialist** is responsible for ensuring a timely, convenient, and courteous donation experience; making sure merchandise is clean, priced, and ready for the sales floor; and all volunteers are equipped for a safe, fulfilling, productive experience. Reporting to the ReStore Manager, the ReStore Receiving Specialist is a part-time, hourly, non-exempt position.

DUTIES & RESPONSIBILITIES

Promote a positive, team-oriented environment in which all staff, donors, and volunteers are respected and valued by:

- Reinforcing the Habitat for Humanity of Monroe County's mission throughout the donation process, treating all donors with the utmost respect and gratitude
- Training volunteers in the warehouse area; ensuring a pleasant and fulfilling volunteer experience

Ensures the timely processing and pricing of all donated items by:

- Training staff and volunteers on best practices
- Maintaining a highly organized and safe warehouse and showroom

Creates an optimally-run warehouse and showroom by:

- Assisting with the safe unloading/loading of merchandise
- Maintaining a safe and shoppable showroom by delegating organizational duties to intake volunteers
- Operating forklift, truck, and other equipment as needed
- Keeping aesthetic appeal in mind while moving merchandise onto showroom
- Assisting with other duties as needed, including management of cash drawers at end of day, cleaning duties, and occasional operation of donation truck and other equipment

KNOWLEDGE, SKILLS, AND ABILITIES:

- Strong customer service skills
- Ability to identify and efficiently delegate tasks in a fast-paced, rapidly-changing environment
- Ability to operate equipment such as vehicles, forklifts, pallet jacks, cash registers and computers
- High level of organization with the ability to maintain accurate and timely records
- Ability to communicate confidently with customers, donors, employees, and volunteers
- Ability to adapt to a rapidly-changing environment and manage shifting priorities
- Basic computer skills, including word processing, spreadsheets, internet, and email
- Possess a valid unrestricted Indiana driver's license
- ReStore is a physically demanding environment, our candidate must be in good general health and able to bend, stoop, reach, climb a ladder and frequently lift 50 pounds or more (repeatedly). Walking and/or standing throughout shift required.

MINIMUM REQUIREMENTS:

- Some customer service/retail experience desired

ABOUT HABITAT FOR HUMANITY OF MONROE COUNTY

Our mission is to eliminate poverty housing by building decent, affordable homes in partnership with qualifying families. Our vision at Habitat has always been the same—***a world where everyone has a decent place to live***. Since 1988, Monroe County Habitat has housed over 780 people, including 450 children.

The Habitat ReStore resells donated, gently-used home improvement items to the community, and uses all proceeds to financially support Habitat's mission. Since 2013, the Monroe County Habitat ReStore has sponsored 15 families – housing 55 people, including 33 children. For more information, visit monroecountyhabitat.org.

Mutual respect, willingness to work together as a team and ongoing communication between staff persons and key volunteers is essential to the success of Habitat.