

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 accessible showroom by delegating organizational duties to intake volunteers
- Operating 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, 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

Habitat for Humanity of Monroe County is a nonprofit organization dedicated to building affordable homeownership opportunities in partnership with community members in Monroe County. Qualifying families complete homeowner readiness classes and earn sweat equity (volunteer) hours before building their future home with Habitat. Through volunteer labor and community support, the homes are sold to future homeowners and financed with affordable loans. Our vision is a world where everyone has a decent place to live. For more information, visit www.monroecountyhabitat.org.

TO APPLY: please email your resume, cover letter, and two professional references with contact information to grannan@monroecountyhabitat.org. Applications will be reviewed on a rolling basis until the position is filled.

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