



**Habitat for Humanity of Greater Sacramento**  
 819 N. 10<sup>th</sup> Street  
 Sacramento, CA 95811

**POSITION DESCRIPTION**

<b>Position title:</b> Warehouse Associate & Cashier <b>Department:</b> ReStore <b>Reports to:</b> ReStore Manager <b>Supervises:</b> Not applicable <b>Salary range:</b> \$12/ HR <i>(20 HR/Week Part-time position nonexempt from overtime.)</i>
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**Position Overview**

Responsible for performing all warehousing duties, including donation intake, pricing, stocking, product assembly, housekeeping, volunteer training and oversight, customer service, product sales, cashiering, and donation pickup when needed. Position is part-time, 20 hours per week; additional hours may be required as needed.

*Additional responsibilities:* As assigned or directed by the ReStore Manager.

**Responsibilities**

- Works effectively as a multi-tasker to ensure smooth overall operations of the ReStore.
- Assists Cashier with customer service, answering questions and assisting customers with purchases.
- Operates cash register on an ad hoc basis, filling in during breaks, vacations, etc. Follows cash control procedures, safeguarding affiliate resources at all times.
- Assists ReStore Receiving Coordinator, ensuring that items are received, priced, and merchandised quickly and accurately, while providing donors with a positive experience.
- Assists in the pickup of ReStore donations throughout Sacramento and Yolo county.
- Distributes selected stock materials to the Construction department as directed.
- Delivers selected stock materials for third-party recycling as directed.
- Operates a forklift to move and arrange stock in warehouse.
- Participates in periodic warehouse inventory as directed.
- Maintains stock inventory and warehouse in a safe, clean and orderly condition; ensures compliance with appropriate safety regulations.
- Is able and willing to mentor and guide volunteers, and ensure that they are properly matched with duties.
- Holds safety as a top priority, operating equipment as necessary for safe and successful job performance, including vehicles (trucks, vans, forklifts), equipment (hand trucks, pallet jacks, carts, trailers, etc.) and office machines.
- Is a good steward of the resources entrusted to the organization to accomplish its vision and mission. Protects the affiliate’s assets from theft, loss, and vandalism.

**Desired Qualifications**

Good customer relations skills and prior warehouse experience. Ability to operate forklift, cash register and understand and follow oral and written instructions, work independently with minimal instruction, communicate clearly orally and in writing, and to interact well with customers, volunteers, and co-workers. Must be comfortable driving large vehicles, including pickups, box trucks, stake trucks, etc. Valid license with no major vehicular code infractions is required. Ability to work varied hours/days, including Saturdays and evenings as needed. Basic knowledge of building materials is a plus. High school graduation or equivalency is preferred.

**Physical Requirements**

Physical ability to stand for extended periods and to move and handle merchandise and fixtures throughout the store. Physical ability to bend, lift up to 75 lbs., and perform repetitive manual actions such as cash register keyboard input. Ability to work in warehouse environment, which includes exposure to dust, heat and cold.

Essential and marginal functions may require maintaining physical condition necessary for lifting, climbing and crawling; work on slippery or uneven surfaces; operate motorized equipment or vehicles; bend, stoop, kneel, crawl, walk, stand, or sit for prolonged periods of time; near visual acuity to review written documentation; ability to hear and understand speech at Norman room levels and on the telephone; manual dexterity to operate a telephone; lift horizontally and vertically.

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This position description does not list all the duties of the job. You may be asked by your supervisor to perform other instructions and duties. You will be evaluated in part based upon your performance of the tasks listed in this position description. Management has the right to revise this position description at any time. The position description is not a contract for employment, and either you or the employer may terminate employment at any time, for any reason. Habitat for Humanity of Greater Sacramento encourages low and very-low income applicants to apply.

