



We build **strength, stability,**
self-reliance and shelter.

Position Title: ReStore Associate

Department: Restore

Reports to: Restore Director

Supervises: Not applicable

Compensation: \$12/Hour

Regular, part-time, non-exempt from overtime

We hire people who are enthusiastic about making a difference here in the Greater Sacramento Region. Join our team of change makers and dream builders.

Habitat for Humanity of Greater Sacramento provides Sacramento and Yolo County individuals and families with a springboard to secure, stable futures through affordable homeownership, home repairs, and neighborhood revitalization.

The Habitat for Humanity of Greater Sacramento ReStore is a retail outlet which sells new and used donated building materials, fixtures, and home furnishings at a significantly lower price than retail stores. This past year, the ReStore diverted 950,000 lbs. of usable materials from landfills and generated over \$1 million in sales to support building hope and homes in the Greater Sacramento community.

The ReStore Associate will work as part of the ReStore team to provide excellent customer service and support to ReStore customers and donors. In addition to performing cashiering functions, floor sales and POS maintenance, this position may also be asked to load and unload donations from various corporate and private donors to the Habitat for Humanity of Greater Sacramento warehouse. Additional responsibilities: As assigned or directed by the ReStore Director. The Restore Associate may also be asked to will transport, load, and unload donations from various corporate and private donors to the Habitat for Humanity of Greater Sacramento warehouse. The Restore Associate must have an exemplary driving record and should respect the rules of the road. Additional responsibilities will be as assigned by the Restore Director and/or Restore Assistant Manager.

Responsibilities:

- Must be reliable, punctual, and dependable with adherence to scheduling and time management.
- Operates cash register following cash control procedures, safeguarding affiliate resources
- Assists in ReStore Receiving, ensuring that items are received, priced, and merchandised efficiently and accurately, while providing donors with a positive experience.
- Maintains stock inventory and warehouse in a safe, clean and orderly condition; ensuring compliance with appropriate safety regulations
- Assists in Point of Sale maintenance and pricing both mechanical and computerized.
- Operates equipment as necessary for safe and successful job performance, including motor vehicles and trailers as well as a variety of warehouse equipment, ie; stock ladders, hand trucks, pallet jacks and carts.
- Operates a forklift to move and arrange stock in warehouse.(Only with certified license)
- Assists in the pickup of ReStore donations throughout Sacramento and Yolo county.
- Holds personal and professional safety as a top priority, following best practices in all areas.
- Is a good steward of the resources entrusted by the organization to accomplish its vision and mission. Protects the affiliate's assets from theft, loss, and vandalism
- Is able and willing to mentor and guide volunteers, and ensure that they are properly matched with duties.

Preferred Qualifications: Must have good customer relations skills. Ability to operate, cash register and various warehouse equipment, 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. 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 weekends and evenings as needed. High school graduation or equivalency is preferred. Previous warehouse experience is desirable Previous forklift experience/certification a plus. Team-focused, can-do attitude desired. Must be adaptable, able to respond positively to unexpected changes including scheduling and/or job assignments.

Physical Requirements: Candidate should have ability and will be expected to maintain personal physical condition appropriate to the performance of assigned duties and responsibilities associated with regular driving of a large motor-vehicle as well as in a warehouse environment; including a physical capacity lift or otherwise move items weighing up to 75 pounds unassisted. Must have vision and hearing abilities to safely operate a motor vehicle according to CA DMV requirements (aided and/or unaided). May be asked to operate a variety of motor vehicles, machinery or equipment, including trucks, vans, forklifts, stock ladders, hand trucks, carts, and trailers. Pick-up and delivery responsibilities may involve exposure to weather heat, cold and rain.

Additional Physical Actions:

- Standing
- Sitting
- Lifting bulk objects
- Walking
- Bending
- Driving motor vehicles (truck, van, forklift)

Licenses and/or Certificates: Candidates must possess a valid California driver's license and meet our organization's automobile insurability requirement. (See attached job appendix.) Selected other equipment use certifications may be required (forklift certification, CPR certification, etc.) at the organization's expense.

To apply: Submit resume and cover letter to Employment@HabitatGreaterSac.org

This position description does not list all the duties of the job. You may be asked by your supervisor to perform other tasks and duties. You will be evaluated in part based upon your performance of the responsibilities listed in this position description. Management has the right to revise this position description at any time. Any revisions after hire will be provided in writing.

Habitat for Humanity of Greater Sacramento expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. Improper interference with the ability of Habitat for Humanity of Greater Sacramento's employees to perform their job duties may result in discipline up to and including discharge. Habitat for Humanity of Greater Sacramento encourages low and very-Low Income individuals to apply. Habitat for Humanity of Greater Sacramento is an At Will Employer. This position description is not a contract for employment, and either you or the employer may terminate employment at any time, for any reason.