



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

Position Title: ReStore Associate

Department: ReStore

Reports to: ReStore Manager

Supervises: Volunteers

Compensation: Starts at \$Min Wage/Hour. Medical/dental benefits, 2% retirement match, cell phone reimbursement, paid time off.

Classification: Regular, Full-time, non-exempt from overtime

Habitat for Humanity of Greater Sacramento is committed to creating and fostering a professional environment which represents the diversity of the individuals and communities which we serve.

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 affiliate operations to allow us to continue building hope and homes in the Greater Sacramento community.

The primary responsibility of the ReStore Associate is to provide excellent customer service and support to ReStore customers and donors. In addition to performing cashiering functions, maintaining cleanliness and organization of the ReStore sales floor, and providing direct customer service, this position may also be asked to load and unload donations from various corporate and private donors and assist the Lead Receiving Clerk with pricing items for sale.

ReStore Associates with exemplary driving records may be asked to train as back-up drivers for corporate and residential donation pick-ups. Additional responsibilities will be as assigned by ReStore Manager as business demands require.

Responsibilities:

- Must be reliable, punctual, and dependable with adherence to scheduling
- Operates cash register and performs sales transactions while following all affiliate cash control procedures
- Assists in ReStore receiving, ensuring that items are received, priced, and merchandised efficiently and accurately, while providing donors with a positive customer service experience
- Maintains sales floor inventory and warehouse in a safe, clean and orderly condition; ensuring compliance with appropriate safety regulations and common sense cleanliness practices
- Assists in Point of Sale data entry and pricing
- 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
- May operate a forklift to move and arrange stock in warehouse (only with certified training provided by affiliate)
- 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 of safety, sanitization, and cleanliness
- 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; be personable, focused on problem solving, and generally positive. Team-focused, can-do attitude is a must. Experience operating a cash register and various retail and warehouse equipment preferred, but not necessary. Understand and follow oral and written instructions, and communicate clearly orally and in writing. Have the ability to work independently with minimal instruction. Interact professionally and maturely with customers, volunteers, and co-workers. Comfort driving large vehicles, including pickups, box trucks, stake trucks, etc. is a plus. High school graduation or equivalency is preferred. Previous warehouse experience is desirable. Previous forklift experience/certification a plus. Must be adaptable; able to respond positively to unexpected changes to scheduling and/or job assignments.

Physical Requirements: Candidate will be expected to maintain personal physical condition appropriate to the performance of assigned duties and responsibilities in a warehouse environment; including a physical capacity lift or otherwise move items weighing up to 50 pounds unassisted. May be asked to operate a variety of motor vehicles, machinery or equipment, including trucks, vans, forklifts, stock ladders, hand trucks, carts, and trailers. Must have vision and hearing abilities to safely operate a motor vehicle according to CA DMV requirements (aided and/or unaided) – if asked to drive vehicles. Warehouse is not temperature controlled; position will 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: Preferred candidates will have a valid California driver's license and meet our organization's automobile insurability requirement. Selected other equipment use certifications may be required (forklift certification, CPR certification, etc.) at the organization's expense.

By signing below, I acknowledge that I have reviewed this job description and understand the duties and expectations outlined within. I understand that this position description does not list all the duties of the job. I may be asked by my supervisor to perform other tasks and duties. I will be evaluated in part based upon my 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.

EEO Notice: Habitat for Humanity of Greater Sacramento expressly prohibits any form of workplace harassment or discrimination based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. 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. 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. This position description is not a contract for employment, and either you or the employer may terminate employment at any time, for any reason.

Signature

Date

Name