



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



Thank you for your interest in joining the Habitat for Humanity of Greater Sacramento ReStore team as a ReStore Associate! In addition to completing the attached Employment Application, please complete the following questionnaire:

- 1) How regularly do you shop at the ReStore?
  
- 2) Are you familiar with the mission and purpose of Habitat for Humanity beyond our ReStore operations?
  
- 3) Have you volunteered with Habitat for Humanity of Greater Sacramento before? If so, when? (In the ReStore or at one of our build sites)
  
- 4) Have you read the ReStore Associate job description?
  
- 5) What interests you most about an Associate position in the ReStore?
  
  
  
  
  
  
  
  
  
  
- 6) Is there anything else about your professional or personal experiences you would like to share with our hiring committee?



# Habitat for Humanity of Greater Sacramento Application for Employment

Return completed applications to:  
HFHGS  
819 N. 10<sup>th</sup> Street  
Sacramento, CA 95811  
916.440.1215

**HFHGS IS COMMITTED TO CONSCIOUS INCLUSION AND OPPORTUNITIES FOR ALL:**

Habitat for Humanity of Greater Sacramento is dedicated to building a team and workplace which values diversity, inclusion, and belonging. HFHGS is committed to providing equal employment opportunity to all applicants without regard to race, color, national origin, ancestry, gender, religion, age, mental or physical disability, veteran status, medical condition, marital status, sexual orientation, pregnancy, or any other characteristic protected by federal, state or local law.

**NOTE:** Please answer all questions **completely and accurately**. False or misleading statements during the interview and/or on this form are grounds for terminating the application process, or if discovered after employment, terminating the employment relationship. Incomplete applications will not be processed.

**Date:** \_\_\_\_\_

**Seeking which Position?** \_\_\_\_\_

**Name in Full (Print):** \_\_\_\_\_  
First Middle Last

**Home Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

Are you available immediately? Yes  No  If not now, when: \_\_\_\_\_

What is your weekly availability? Mon \_\_\_\_\_ Tue \_\_\_\_\_ Wed \_\_\_\_\_ Thurs \_\_\_\_\_ Fri \_\_\_\_\_ Sat \_\_\_\_\_

**Telephone Number:** (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ **Cell/Alternate Number:** (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

If a driver's license is required for the position for which you are applying, do you have a valid driver's license?  
Yes  No  State and License No. \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Do you have adequate transportation to and from work? Yes  No   
Have you been cited for a traffic violation (moving violation, not including parking tickets) of any kind within the last FIVE (5) years? Yes  No

If yes, please give details: \_\_\_\_\_

Have you ever applied to HFHGS for employment in the past? Yes  No  If so, when? \_\_\_\_\_

How did you hear about this position? \_\_\_\_\_

Are you over 18 years of age? Yes  No   
If hired, can you furnish proof that you are over 18 years of age? Yes  No

Have you ever used another name: Yes  No  Is any additional information relative to change of name or use of an assumed name or nickname necessary to enable a check on your work and education report?

If Yes, please list previously used name(s): \_\_\_\_\_

Have you ever been in the military service? Yes  No  \_\_\_\_\_

Are you able to provide proof of your right to be employed in the United States of America? Yes  No

**EDUCATION**

TYPE of SCHOOL	SCHOOL NAME, CITY and STATE	MAJOR/AREA OF STUDY	CIRCLE LAST YEAR
High School			9 10 11 12
Community College		Degree: Yes <input type="checkbox"/> No <input type="checkbox"/>	1 2
College/University		Degree: Yes <input type="checkbox"/> No <input type="checkbox"/>	1 2 3 4
Graduate School		Degree: Yes <input type="checkbox"/> No <input type="checkbox"/>	1 2 3 4
Business/Trade School		Degree: Yes <input type="checkbox"/> No <input type="checkbox"/>	1 2 3 4

**Please describe Specialized Training, Military Experiences and Skills:**

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**RECORD OF PREVIOUS EMPLOYMENT:**

Please list the names of your previous employers in chronological order with present or last employer listed first. *Be sure to account for all periods of time including military service and any period of unemployment. If self-employed, give firm name and supply business references.* (Attach extra sheets if necessary). Resumes will be accepted for any information beyond your most recent three employers.

Employer		Dates Employed		Key Responsibilities
		From	To	
Address				
Telephone Number	Supervisor's Name, Title and Telephone Number:			
Job Title				
Reason for Leaving				
MAY WE CONTACT THIS EMPLOYER? Y N				

CONTINUED ON NEXT PAGE

<b>Employer</b>		<b>Dates Employed</b>		<b>Key Responsibilities</b>
		From	To	
<b>Address</b>				
<b>Telephone Number</b>	<b>Supervisor's Name, Title and Telephone Number:</b>			
<b>Job Title</b>				
<b>Reason for Leaving</b>				
<b>MAY WE CONTACT THIS EMPLOYER? Y N</b>				

<b>Employer</b>		<b>Dates Employed</b>		<b>Key Responsibilities</b>
		From	To	
<b>Address</b>				
<b>Telephone Number</b>	<b>Supervisor's Name, Title and Telephone Number:</b>			
<b>Job Title</b>				
<b>Reason for Leaving</b>				
<b>MAY WE CONTACT THIS EMPLOYER? Y N</b>				

Have you ever been terminated or asked to resign from any job:      Yes  No

If yes, explain circumstances: \_\_\_\_\_

\_\_\_\_\_

If laid off, give reason: \_\_\_\_\_

May we contact your current employer:      Yes       No

If no, please explain: \_\_\_\_\_

\_\_\_\_\_

**PROFESSIONAL REFERENCES:**

Please list persons who know you well -- Not previous employers or relatives

<i>Name</i>	<i>Occupation</i>	<i>Address (Street, City &amp; State)</i>	<i>Telephone Number</i>	<i>Years Known</i>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

**THIS APPLICATION WILL BE CONSIDERED ACTIVE FOR A MAXIMUM OF THIRTY (30) DAYS. IF YOU WISH TO BE CONSIDERED FOR EMPLOYMENT AFTER THAT TIME, YOU MUST REAPPLY. PLEASE READ AND SIGN THE FOLLOWING:**

In the event of my employment to a position at this Company, I will comply with all rules and regulations of this Company. I also understand that I may be required to take tests, training, and/or certifications, prior to employment and during my employment depending on the role I am applying for. I understand that should I decline to sign this consent or decline to take any of the above tests, my application for employment may be rejected or my employment may be terminated.

I understand that the Company may investigate my driving record and my criminal record and that an investigative consumer report may be prepared whereby information is obtained through personal interviews with my neighbors, friends, personal references, and others with whom I am acquainted. This inquiry includes information as to my character, general reputation, personal characteristics, and mode of living. I understand that I have the right to make a written request within a reasonable period of time to receive additional detailed information about the nature and scope of this investigation. I further understand that the Company may contact my previous employers, and I authorize those employers to disclose to the Company all records and information pertinent to my employment with them. In addition to authorizing the release of any information regarding my employment, I hereby fully waive any rights or claims I have or may have against my former employer, their agents, employees, and representatives, as well as other individuals who release information to the Company, and release them from any and all liability, claims or damages that may directly or indirectly result from the use, disclosure, or release of any such information by any person or party, whether such information is favorable or unfavorable to me.

I authorize the persons named herein as personal references to provide the Company with any pertinent information they may have regarding me.

I hereby state that all the information that I provided on this application or any other documents filled out in connection with my employment, and in any interview is true and correct. I have withheld nothing that would, if disclosed, affect this application unfavorably. I understand that if I am employed and any such information is later found to be false in any respect, I may be dismissed. I understand if selected for hire, it will be necessary for me to provide satisfactory evidence of my identity and legal authority to work in the United States, and that federal immigration laws require me to complete a Form I-9 in this regard.

**If hired, I acknowledge these California At-Will employment terms: My employment and compensation is terminable at will, is for no definite period, and my employment and compensation may be terminated by the Company (employer) at any time, without good cause at the option of either the Company or myself. No implied, oral, or written agreements contrary to the express language of this agreement are valid unless they are in writing signed by the CEO of Habitat for Humanity of Greater Sacramento. No supervisor or representative of the Company, other than the CEO has any authority to make any agreements contrary to the foregoing. This agreement is the entire agreement between the Company and the employee regarding the right of Company or employee to terminate employment without good cause, and this agreement takes the place of all prior and contemporaneous agreements, representations, and understandings of the employee and the Company.**

If you have any questions regarding this statement, please ask a Company representative before signing.

**I hereby acknowledge that I have read the above statements, understand and agree to the same.**

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date