

Our Towns Habitat for Humanity Job Description

Job Title:	Warehouse Associate	Department:	ReStores
Manager:	ReStore Manager	FLSA:	Non-Exempt
Approved By:		Approval Date	

Summary:

The Warehouse Associate will assist with donations from the time of delivery by the donor, placement in the store, and assisting customer with loading purchases in accordance with policies, procedures, and the philosophy of Our Towns Habitat for Humanity Board of Directors.

Our Towns Habitat's Expectations of All ReStore Employees:

Projects a positive and respectful attitude that represents Our Towns Habitat in a positive manner within the community at large and maintains a professional and respectful attitude when interacting with employees, customers, donors, volunteers and the public.

Obtains a working knowledge of and comply with all policies and procedures, including but not limited to, Human Resources Policies and Procedures and the ReStore Standard Operating Procedures.

Reports to work at scheduled times and maintains acceptable attendance records as outlined in Team Member Handbook.

Essential Duties and Responsibilities: *include the following. Other duties may be assigned.*

- Promotes and works cooperatively, collaboratively and with flexibility with others in the Affiliate. Makes valued contributions to the outputs of others to assist team members or projects to achieve the required objectives.
- Unloading of donations from customer vehicles as they arrive at the donation area
- Provides donation receipts
- Assist with the loading and unloading of the trucks as needed
- Load customer purchases into their vehicles
- Assist with cleaning the donated items and stocking them on the sales floor once they have been priced
- Ensure all items are priced prior to them being placed on the sales floor
- Provide excellent customer services while interacting with customers
- Test electrical items/appliances to ensure they are in working order
- Stock shelves, move and arrange furniture and product on the sales floor
- Ensure that the store and all working areas are clean and free of debris by breaking down boxes, picking up and emptying trash both inside and outside the store and sweep the floors regularly and assist with custodial duties
- Removes items from sales floor as they are purchased
- Process all donated items to sales floor within 4-6 hours standard practice

Other Duties and Responsibilities:

- Removal of trash from the store and outside areas as needed
- Support the volunteers working in the area with courteous, clear direction and advice
- Performs other duties as assigned and reasonably within the scope of duties enumerated above.

Supervisory Responsibilities: *Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include recruiting, selecting, orienting and training employees. Accomplishes staff job results by coaching, counseling, and disciplining employees; planning, monitoring and appraising job results; conducting training; implementing and enforcing policies and procedures. Develops schedules; assigning and monitoring work; implementing productivity standards, resolving operations problems, implementing new procedures.*

This position has no supervisory responsibilities.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience:

Less than high school education; or up to one-month related experience or training; or equivalent combination of education and experience.

Language Skills:

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

Math Skills:

Ability to add and subtract two-digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume, and distance.

Reasoning Ability:

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

Certificates, Licenses and Registrations:

Non-Required

Other Skills, Abilities and Qualifications:

- Excellent customer service skills
- Polite and courteous demeanor
- Ability to multi task
- Ability to work during operating days of Monday - Saturday

Employment Conditional upon the Results of the Following:

- Criminal background check to include: NC statewide criminal, nationwide record indicator, national sex offender registry and social security alert.
- Pre-employment drug screen.

Physical Demands: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Regularly: stand; walk; use hands, fingers, handle, feel; reach with hands and arms; climb or balance; talk or hear
Frequently: stoop, kneel, crouch crawl
Occasionally: sit; taste or smell

Lifting requirements include regularly lifting up to 50 pounds with assistance, up to 25 pounds. Occasionally up to 100 pounds with assistance.

Vision requirements include: close and distance vision, peripheral vision and the ability to adjust focus.

Work Environment: The work environment characteristics described here are representative of those an employee may encounter while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Regularly exposed to outdoor weather conditions.

Occasionally exposed to working near moving parts, work in high, precarious places, fumes or airborne particles; toxic or caustic chemicals.

The noise level is moderate.

Reviewed By:			
Employee Signature:		Date:	
Print Employee Name:			
Manager Signature:		Date:	
Print Manager Name:			