



RESTORE DONATIONS AMBASSADOR

Mission: We seek to put God's love in action by building homes, community, and hope.

VALUES:

Perseverance, Honesty, Commitment, Sharing God's Love, Win-Win, Community/Family, Impact, Trust

Full Time; 40-hour work week; Tuesday through Saturday with occasional Mondays. Hourly position

Reports to: ReStore Manager

Description: This position is responsible for the pick-up of merchandise from donors, safely packing the merchandise in the ReStore truck and trailer, returning to ReStore and unpacking merchandise.

Employee Status: Non-exempt, hourly at 40 hours per week

Responsibilities:

1. General Duties

- Load and unload all donated materials.
- Screen for product usability.
- Communicating with ReStore Manager regarding incoming donations.
- Occasionally supervising volunteers, making their experience meaningful.
- Drive HFH ReStore vehicles to pick-up and deliver donated goods.
- Maintain an effective working relationship with ReStore staff, volunteers, Habitat homeowners and ReStore customers.
- Answer telephone and provide ReStore information, directions, meeting the caller's needs.
- Daily cleaning and straightening of ReStore drive-thru, keeping it neat and clean.
- Screen for product usability when donors call or bring in donations.
- Direct pricing and operations to ReStore Manager.

Receiving area

- Handle incoming donations.
- Handle all pickups.
- Organize area to handle an optimum amount of merchandise.
- Keep area clean.
- Keep track of all supplies needed for the area.

Sales Floor

- Work with store manager to determine where merchandise should go.
- Arrange stock, move from receiving area to sales floor.
- Assist customers when able.
- Cover front desk when needed.

Volunteers

- Assist Store Manager in training all new volunteers.
- Help to identify tasks for volunteers to do.
- Learn volunteers' names and help to insure they have a good experience.

Truck

- Be prepared to drive truck for pickups when needed.

2. Other Duties as Assigned by the ReStore Manager

3. Required Skills / Experience

- Knowledge and experience in retail sales.
- Team building a real plus.
- Should have a Christ-centered approach to leadership.
- Must be a good listener and be able to engage in well-considered discussions.
- Must have good anticipatory abilities and personally act on same as need arises.
- Must be willing to understand the big picture of the HFHA ministry and know that ReStore is only a part of the larger goal.
- Must pass Criminal Background Check and Sexual Offender Check.
- Work is performed in a retail/warehouse environment.
- Ability to lift 75 pounds.
- Ability to spend majority of the day standing or moving about ReStore. Work may require climbing ladders, considerable standing, bending, kneeling, and reaching in awkward and tiring positions.
- Ability to operate a cash register, office equipment and accurately make change.
- High school diploma or equivalent.
- Minimum of six months work experience.
- Must have a driver's license and maintain a good driving record.