

Time

POSITION OVERVIEW

Warehouse Associates will provide general labor to the Restore to support the warehouse and operations. This includes recovering donations, loading and unloading, assisting customers, processing donations by evaluating, pricing and merchandising (putting for sale in proper locations in store with proper pricing and signage) Helping load out customers. Exemplifying a caring, high level, can-do customer service environment that you would expect from a globally recognized helping organization.

ASSOCIATE PRIMARY RESPONSIBILITIES¹

Conducts all duties listed below as needed, while subordinate to and taking direction from Store Manager:

- Pickup donations – assist in loading and unloading donations from habitat donation box-trucks
- Receive donations – assist drive-up donors by screening and unloading donations from donor vehicles
- Process donations through “full cycle of processing”
- skillfully conduct trash or product evaluation
- Learn to identify product grade and quality
- Price product for profitable and timely sale
- Merchandise product (put product in proper locations with meaningful display, signage and price)
- Maintain store state of cleanliness and safety as duties permit
- Customer service – friendly and helpful assistance and information
- Load-out customer purchases as needed
- Direct volunteers
- Other duties to ensure smooth function of ReStore as needed

DRIVER ASSOCIATE SUPPLEMENTAL DUTIES:

Some associates will perform all duties above, but when qualified and properly licensed may (as assigned) drive the donation truck to and from donor’s homes or places of business as directed by managers and donation coordinators

- Safely drive vehicles on behalf of ReStore donation and development activities in full compliance with all federal, state and local laws
- Evaluate and pick up donations as directed
- Follow Greater Indy Habitat for Humanity Vehicle policy
- Report any incidents accidents or safety violations immediately.

¹ This job description is not intended to be all inclusive. Employee may perform other related duties as required to meet the ongoing needs of the organization.

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KNOWLEDGE, SKILLS & ABILITIES² -

- Concentrate on multiple areas of responsibility simultaneously, changing focus quickly
- Ability to take initiative and self-start
- Competency with tools and mechanical processes
- Ability to utilize equipment used in the store (fork lift, pallet jack, cash register, box truck, etc.)
- (If assigned) - Ability to safely and legally operate a motor vehicle

EDUCATION, EXPERIENCE, & CREDENTIALS

- Required to display education level associated with graduation from high school or GED.
- Experience in warehouse, transportation, delivery, retail, or construction highly recommended.
- Additional education, certifications, experience, or course work highly desirable.

PHYSICAL REQUIREMENT TO PERFORM THIS JOB ³

- Must be able to lift 50 pounds
- Must be able to use standard material handling equipment (pallet jack, carts, straps dollies etc.)
- Must be able to work in limited climate control environment and/or inclement weather
- Standing, walking, pushing, pulling, twisting, carrying, bending, reaching, and lifting above and below waist level will be required

Employee Signature:_____

Date:_____

Supervisor Signature:_____

Date:_____

² Including but not limited to the following. These are necessary abilities to perform the primary responsibilities listed above.

³ These are abilities the employee would need in order to perform the essential functions of the job with or without reasonable accommodations.