**Central Delaware Habitat for Humanity**

**Position Title: Receiving & Warehouse Associate FLSA: Exempt Department: ReStore
Reports Directly To: Warehouse Supervisor Date of Job Description: 10/2022**

**Basic Function:** Manage the donations and the donation process from beginning to end, including evaluation of donations

**Dimensions:**

* Commitment to Habitat Program and Mission Statement
* Detail oriented
* Organized
* Strong customer service skills
* Flexible in dealing with an ever changing donations schedule

**Principal Accountabilities:**

**•** Greet Donors at donation drop off/ offer receipts

• Assist Donor/Customers load and unload donations/purchases

• Clean, test and price donations

• Maintain an orderly and clean work area (empty trash and move discarded items directly to the dumpster)

• Must be able to lift 50 pounds unassisted

• Assist in unloading donated items from the ReStore Truck

• Follow guidelines for acceptable donations

• Answer phones and assist customers

• Promote safety /stay up to date on safety training

• Effectively communicate with customers and evaluate customer concerns to management as needed

• Other tasks as required by the ReStore Manager

**Knowledge/Skills Required:**

* Nonprofit experience preferred
* Proficient in Microsoft Office
* Strong interpersonal communication skills
* Sales experience preferred
* Physically able to stand,bend,stoop,kneel,reach,twist,lift,push,pull,climb,balance,crouch handle and move items weighing 50 to 100 pounds without assistance.
* A full understanding of ReStore merchandise and operations
* Valid Driver’s License
* Able to pass a background check

**Internal Interactions:** ReStore Staff, Habitat Affiliate Staff

**Estimated Time Commitment:** up to 35 hours/week

**External Interactions:** Donors/Customers, Volunteers, Other ReStore Managers/Directors, Wholesalers

Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Manager’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_