

Habitat For Humanity Greater Cincinnati

Position: Restore Warehouse Associate
Type: Part-Time/Hourly
Manages Others: No
Reports To: ReStore Manager

Position Summary

This position is responsible for assisting, mainly, receiving operations. The Warehouse Associate is responsible for unloading donations. This position is also responsible for cleaning and sorting donated items as well as following all procedures from pricing and stocking items. The Warehouse Associate may also be asked to help with register area tasks.

Position Responsibilities

Receiving (80%)

- Unload ReStore donations from donor vehicles and ReStore trucks
- Provide donors with a positive experience including timely, courteous service
- Clean and sort donated items in the ReStore
- Price all items appropriately using internal guidelines
- Move items to sales floor/stock shelves
- Assist in keeping store & dock areas clean and organized
- Daily straightening and store maintenance
- Other duties as assigned

Register Area (20%)

- Be knowledgeable of product prices, discounts, and policies to answer customer questions in person and over the phone
- Issue receipts, hold tags, sold tags, and appliance warranties as needed
- Greet customers
- Keep all areas clear and free of safety hazards
- Other duties as assigned

Qualifications

- High school degree or equivalent
- Minimum one year work experience
- Ability to stand and walk the majority of the work shift
- Must be able to lift up to 50 pounds
- Ability to stand, squat, bend, and climb in/out of box truck
- Excellent communication and interpersonal skills
- Possess excellent customer service and time management skills

We are an equal opportunity employer

LIMITATIONS AND DISCLAIMER

The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position.

All job requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform other job-related duties requested by their supervisor in compliance with Federal and State Laws.

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the employee must possess the abilities or aptitudes to perform each duty proficiently. Continued employment remains on an "at-will" basis.