



Lawrence Habitat ReStore Warehouse Associate – 30 Hour Position

Job Description:

The ReStore is both fun and important work - an interesting place where donations of furniture, building materials and household goods arrive every day. The funds generated in the ReStore support Lawrence Habitat for Humanity's mission to build and repair affordable housing in Douglas County while also keeping good, usable material from entering the landfill. Having the most contact with our customers, this Warehouse Associate position has an essential role in the success of our organization.

Qualifications:

- Retail Experience (highly preferred)
- Customer Service (highly preferred)
- Excellent communication skills
- Must be able to multi-task and prioritize duties
- Must have basic technology knowledge
- Must have reliable transportation
- Ability to pass a background check, must be 18+ years old and have a high school diploma (or equivalent)
- Must have Saturday availability
- Ability to lift at least 50+ pounds and use equipment (dollies and provided tools) to safely move heavy donation.

Warehouse Associate Duties and Responsibilities:

- Greet customers coming into and exiting the ReStore.
- Utilize customer service skills to create a welcoming, opening shopping experience for all customers.
- Utilize basic writing and mathematical skills to complete correspondence, instructions, calculate percentages and correctly use a measuring tape.
- Able to work outdoors (in all seasons) processing donations (may be dirty as used building materials)
- Will assist staff and volunteers with moving donations and purchases in/out of vehicles and the store facility.
- Will identify and communicate to store management any needs for processing donations more efficiently and safely.
- Help keep the warehouse clean and organized while processing and receiving donations.
- Assist with cleaning, pricing, and stocking donations after completing warehouse training.
- Maintain store departments in a clean, orderly, and well-organized fashion, while assuring all product is priced and correctly labeled.
- Will provide tasks, training and supervision to volunteers & community service workers.

Warehouse Duties and Responsibilities (As Needed)

- Will perform other duties as directed by management.