



ReStore Associate Job Description

Affiliate Information:

If you are looking for a career that has meaning, and desire to work for an employer that is creating a positive impact in Genesee County, then we are interested in talking to you about our open ReStore Associate position. Our vision is: A world where everyone has a decent place to live, and our mission is: Seeking to put God's love into action, Genesee County Habitat for Humanity brings people together to build homes, community and hope. A successful candidate will be expected to uphold the values of Genesee County Habitat for Humanity:

Integrity – In all of the business we conduct, we conduct ourselves with integrity. This means doing what is right even when no one is watching. We believe in treating others the way we would like to be treated – with empathy, kindness, and compassion. We hold ourselves to a gold standard of honor, ethics, and moral principles both individually and as an organization in the community. This includes maintaining consistency and dependability when interacting with the people that we serve in all departments of our organization, with our coworkers, and with our partners – ensuring that assets entrusted to us are used responsibly and consistent with their intended use.

Compassion for All – Throughout the divisions of our organization, we believe in approaching our objectives with compassion for all. This means absolutely no exceptions – absolutely all-inclusive. We believe in treating everyone we encounter as they are family, treating them with respect, and treating them as we would like to be treated. We believe that by this approach we can offer a hand up to everyone we encounter, regardless of their situation, by meeting them where they are with an outstanding level of compassion.

Leadership – We believe in setting the example for leadership both as an organization in our community and individually in our departments – defining our objectives and executing them better than anyone else. This includes establishing common goals as an organization and holding ourselves and each other accountable for achieving those goals. With leadership comes responsibility – We take responsibility for motivating and encouraging each other, mentoring when necessary to achieve the goals we have set for ourselves to be the very best in what we do.

Innovation – In an ever-evolving and changing community, we are at the forefront of this dynamic. In order to meet this challenge, we approach our program delivery with open-mindedness, anticipating opportunities to better serve the people in our community. In this, we are nimble and flexible to meet those needs. When we encounter obstacles, we employ creative solutions, concurrently evolving with our community in new and existing program delivery to best serve the needs of our community. In order to place ourselves at the forefront of this evolution, we continually strive to be more efficient. As our policies and practices continue to streamline, we are able to stay current on the changing needs of our community and meet those needs as quickly as possible.

Excellence of Service – This value runs parallel with the above Core Values. We strive to offer the absolute best products and services to our community by doing so with Integrity, Compassion for All, Leadership, and Innovation. Through achieving our goals with these values, we become providers of excellent service. We are performance-driven, striving continually to meet and exceed objectives. We accomplish our goals through teamwork and collaboration where necessary to deliver the most efficient and quality service possible. In all our programs we serve our community as thoroughly as possible and strive to exceed expectations. This includes “making it right” – If for some reason our service lacks excellence, we go the extra mile and take responsibility to make it right.

Major Responsibilities:

The ReStore Associate is responsible for seeing that all items are priced and organized; assist in pickups and acceptance of donations; assist customers in movement of merchandise for inspection and/or purchase; ability to handle the cash register system; ability to drive the ReStore vehicle to pick up merchandise and able to communicate with customers; responsible for Habitat recycling efforts and partnerships.

General Administration of Duties:

- Assist in offloading and arrival of donations. Assure that all donations received at the dock go directly to receiving area out of customer access.
- Check all receipts for donations that are being loaded or dropped off.
- Keeping overhead door closed at all times, unless an item is being donated or picked up. Preventing customers from parking in the non-parking area.
- Work in collaboration with community service volunteers in completion of work assignments.
- Assist in maintaining a safe work environment.
- Other duties as assigned by management.
- Helping customers check out
- Assisting with donation pick-ups

Critical Performance Outcomes:

- Timely movement of donations off trucks and from receiving area to the sales floor for customer purchase.
- Productive use of volunteers.
- Maintaining a safe and orderly environment for customers, staff, & volunteers.
- Maintain partnerships with community agencies in regard to recycling efforts.
- A portion of your time will be designated toward our recycling efforts.
- Maintaining organization, cleanliness, and product distribution of ReStore bays.

Ideal Candidate Will Possess:

- Experience in a retail/warehouse setting
- Excellent organizational and customer service skills
- Clean driving record and valid driver's license, or ability to obtain one within first 6 months on the job
- Basic math and computer skills
- Follows direction well and team oriented
- Ability to lift 50 pounds by yourself daily

Position

Email resume to director@geneseehabitat.org, or drop resume off at 101 Burton St. Flint, MI 48504 **before 5/20/22**. Starting pay is \$14 per hour.