



The Habitat ReStore is **NOW HIRING** for a:

ReStore Warehouse Associate

\$10 - \$12/hour

Habitat for Humanity of Greater Sacramento is seeking a self-motivated, customer service-oriented individual to work in its ReStore. This is a full-time, non-exempt, benefits-eligible position. General hours are Tuesday through Saturday between 9am and 6pm. Qualified candidates will have the ability to:

- Work effectively as a multi-tasker to ensure smooth overall operations of the ReStore.
- Assist Cashier with customer service, answering questions and assisting customers with purchases.
- Operate cash register on an ad hoc basis, filling in during breaks, vacations, etc. Follow cash control procedures, safeguarding Company resources at all times.
- Assist ReStore Receiving Coordinator, ensuring that items are received, priced, and merchandised quickly and accurately, while providing donors with a positive experience.
- Assist in the pickup of ReStore donations throughout Sacramento and Yolo county.
- Distribute selected stock materials to the Construction department as directed.
- Deliver selected stock materials for third-party recycling as directed.
- Operate a forklift to move and arrange stock in warehouse.
- Participate in periodic warehouse inventory as directed.
- Maintain stock inventory and warehouse in a safe, clean and orderly condition; ensures compliance with appropriate safety regulations.
- Mentor and guide volunteers, and ensure that they are properly matched with duties.
- Hold safety as a top priority, operating equipment as necessary for safe and successful job performance, including vehicles (trucks, vans, forklifts), equipment (hand trucks, pallet jacks, carts, trailers, etc.) and office machines.
- Be a good steward of the resources entrusted to the organization to accomplish its vision and mission. Protects the affiliate's assets from theft, loss, and vandalism.

Qualified candidates will possess the following skills:

Good customer relations skills and prior warehouse experience. Ability to operate forklift, cash register and understand and follow oral and written instructions, work independently with minimal instruction, communicate clearly orally and in writing, and to interact well with customers, volunteers, and co-workers. Must be comfortable driving large vehicles, including pickups, box trucks, stake trucks, etc. Valid license with no major vehicular code infractions in the last 5 years is required. Ability to work varied hours/days, including Saturdays and evenings as needed. Basic knowledge of building materials is a plus. High school graduation or equivalency is preferred.

Physical Requirements: Physical ability to stand for extended periods and to move and handle merchandise and fixtures throughout the store. Physical ability to bend, lift up to 75 lbs., and perform repetitive manual actions such as cash register keyboard input. Ability to work in warehouse environment, which includes exposure to dust, heat and cold.

Drug screen and background check required. Low and very low-income residents are encouraged to apply. Habitat is an Equal Employment Opportunity Organization.

Interested candidates should e-mail cover letter, resume, and references to Heidi Stauffer, Finance & HR Manager at hstauffer@habitatgreatersac.org