



We build strength, stability,  
self-reliance and shelter.

**Position Title:** ReStore Associate  
**Department:** ReStore  
**Reports to:** ReStore Assistant Manager  
**Supervises:** Volunteers  
**Compensation:** \$18.00/Hour. Full benefits package.  
**Classification:** Full-time, non-exempt

*Habitat for Humanity of Greater Sacramento is committed to creating and fostering a professional environment which represents the diversity of the individuals and communities which we serve.*

### **What we do:**

Habitat for Humanity of Greater Sacramento provides Sacramento and Yolo County individuals and families with a springboard to secure, stable futures through affordable homeownership, home repairs, and neighborhood revitalization. In 2021, Habitat for Humanity of Greater Sacramento impacted over 10,000 people through home build, repair, and community projects.

The Habitat for Humanity of Greater Sacramento ReStore is a retail outlet which sells new and used donated building materials, fixtures, and home furnishings at a significantly lower price than retail stores. This past year, the ReStore diverted 950,000 lbs. of usable materials from landfills and generated over \$1 million in sales to support affiliate operations to allow us to continue building hope and homes in the Greater Sacramento community.

### **Your Impact:**

Our ReStore Associates provide excellent customer service and support to ReStore customers, donors, and volunteers. In addition to performing cashiering functions, maintaining cleanliness and organization of the ReStore sales floor, and providing direct customer service, this position may also be asked to load and unload donations from various corporate and private donors and assist the Lead Receiving Clerk with pricing items for sale.

ReStore Associates with an exemplary driving record may be asked to train as a back-up driver for corporate and residential donation pick-ups. Additional responsibilities will be as assigned by ReStore Manager and ReStore Assistant Manager as business demands require.

### **Primary Responsibilities:**

- Must be reliable, punctual, and dependable with adherence to scheduling
- Operates cash register and performs sales transactions while following all affiliate cash control procedures
- Assists in ReStore receiving, ensuring that items are received, priced, and merchandised efficiently and accurately, while providing donors with a positive customer service experience
- Maintains sales floor inventory and warehouse in a safe, clean and orderly condition, ensuring compliance with appropriate safety regulations and common-sense practices
- Operates equipment as necessary for safe and successful job performance, a variety of warehouse equipment, ie; stock ladders, hand trucks, pallet jacks and carts
- May operate a forklift to move and arrange stock in warehouse (only with certified training provided by Habitat)
- Assists in the pickup of ReStore donations throughout Sacramento and Yolo counties
- Holds personal and professional safety as a top priority, following best practices in all areas of safety, sanitization, and cleanliness
- Is a good steward of the resources entrusted by the organization to accomplish its vision and mission; protects the affiliate's assets from theft, loss, and vandalism
- Is able and willing to mentor and guide volunteers, and ensure that they are properly matched with duties

**Skills and Background:**

- Strong interpersonal and communication skills and the ability to work effectively with a wide range of individuals and partners in a diverse community
- Team-focused, can-do attitude is a must.
- Experience operating a cash register and various retail and warehouse equipment preferred, but not necessary.
- Ability to understand and follow oral and written instructions and to work independently with minimal oversight.
- Must be able to interact professionally and maturely with customers, volunteers, and co-workers.
- Comfort driving large vehicles, including pickups, box trucks, stake trucks, etc. is a plus.
- High school graduation or equivalency is preferred.
- Previous warehouse experience is desirable. Previous forklift experience/certification a plus.
- Must be adaptable; able to respond positively to unexpected changes to scheduling and/or job assignments.

**Licenses, Certificates, Other Skills:** Preferred candidates will have a valid California driver's license and meet our organization's automobile insurability requirement. Selected certifications may be required (CPR certification, etc.) at the organization's expense.

**Work Environment:** This job operates in a non-temperature-controlled warehouse environment. While uniform and protective gear are provided for temperature extremes, a team member in this role must be able to physically withstand such varying environments.

**Work Hours:** In general, Tuesday-Saturday 8:00am-4:30pm. Additional occasional evenings and weekends as needed.

**Physical Requirements:** Candidate will be expected to maintain personal physical condition appropriate to the performance of assigned duties and responsibilities in a warehouse environment; including a physical capacity lift or otherwise move items weighing up to 50 pounds unassisted. May be asked to operate a variety of motor vehicles, machinery or equipment, including trucks, vans, forklifts, stock ladders, hand trucks, carts, and trailers. Must have vision and hearing abilities to safely operate a motor vehicle according to CA DMV requirements (aided and/or unaided) – if asked to drive vehicles. Additional Physical Actions include standing, sitting, lifting bulk objects, walking, bending, and twisting.

By signing below, I acknowledge that I have reviewed this job description and understand the duties and expectations outlined within. I understand that this position description does not list all the duties of the job. I may be asked by my supervisor to perform other tasks and duties. I will be evaluated in part based upon my performance of the responsibilities listed in this position description. Management has the right to revise this position description at any time. Any revisions after hire will be provided in writing.

EEO Notice: Habitat for Humanity of Greater Sacramento expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. Habitat for Humanity of Greater Sacramento encourages low and very-low Income individuals to apply.

Habitat for Humanity of Greater Sacramento is an At Will Employer. Improper interference with the ability of Habitat for Humanity of Greater Sacramento's employees to perform their job duties may result in discipline up to and including discharge. This position description is not a contract for employment, and either you or the employer may terminate employment at any time, for any reason.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name