

Habitat for Humanity of Rutland County VT ReStore Donation Associate

Description

Location: Rutland ReStore

Part-Time Hourly

Schedule: Thursday, Friday and Saturday 9:30am – 2:30pm

Pay: \$17/hour

Summary:

The ReStore Donation Associate performs key tasks to ensure the store runs smoothly. This includes safely handling, sorting, and pricing donations, unloading trucks, and moving furniture. They ensure customers and donors have a safe, positive, and rewarding experience, where they walk away understanding the mission of Habitat for Humanity of Rutland County VT. A Donation Associate can lift up to 50lbs and be on their feet for many hours at a time.

Primary Responsibilities:

- Unload donated items from donors' vehicles, accepting or rejecting donations based on whether they are in good, sellable condition.
- Impart HFHRCVT's mission on donors and provide proper documentation for their donations.
- Assist in unloading scheduled pickups alongside the truck drivers, as well as any other specialty pickups throughout the week.
- Assist with getting items from the truck and warehouse to the sales floor.
- Clean, sort, price, and move donations according to the price guide.
- Work closely with the Supervisor to ensure inventory is kept to a consistent standard.
- Assist in keeping the loading dock area clear and in a safe condition; keep the back room free of clutter.
- Keep sales floor clean, presentable, safe, and engaging for customers.
- Greet customers, answer their questions, and foster a welcoming environment.
- Help complete the daily checklist for opening and closing the store.

Secondary Responsibilities:

- Help customers load purchased items into their vehicles.
- Attend community and HFHRCVT events and assist with set-up/clean-up.
- Perform other duties as assigned.

Qualifications

Education and Experience:

- Experience working in a retail setting and/or a warehouse.
- Experience handling heavy goods and loading goods for transport (preferred).
- High school diploma (preferred).

Knowledge, Skills, and Abilities:

- Able to communicate well with staff, volunteers, donors, and ReStore visitors.
- Dependable and able to stick to a schedule.

- Able to focus on and complete unloading of the truck for the entire shift.
- Excellent customer service to respond to any questions or concerns.
- Strong time management and the ability to prioritize different tasks.
- Flexibility to switch to new tasks quickly.
- Able to work as part of a team and complete tasks as they are assigned.
- Ability to take direction and follow instructions of supervisor.
- Ability to use google.
- Ability to complete a donation form.

Physical Requirements:

- Must be able to lift 50lbs.
- Must be able to stand/walk for extended periods.
- Must be able to handle exposure to different temperature environments.

Tools and Equipment to be Used:

- Equipment is used occasionally for specialty donations.

Work Environment:

- Fast-paced, noisy.

Compensation & Benefits

The pay for this position is \$17 hourly. Benefits include 50% discount to HFHRCVT ReStore.

Candidates from diverse backgrounds are encouraged to apply! The position is open until it is filled. No phone calls, please.