



Livingston County Habitat for Humanity ReStore

Position: ReStore Associate/Driver

Job Type: Full Time

Job Description:

This position focuses on donation intake. The ideal candidate will assist the Donations Coordinator in accepting donations at the store and represent our non-profit organization face-to-face with donors at their homes and businesses. This position requires the ReStore Associate to serve as a back up to all Habitat ReStore positions. This includes helping out the retail store, processing donations, helping customers, cashiers and drivers.

Organization:

The Habitat ReStore is a non-profit thrift store that raises money for Livingston County Habitat for Humanity to use towards its mission. Our mission is to build affordable housing and promote home ownership as a means to break the cycle of poverty through the mobilization of volunteers and community partnerships.

Primary Responsibilities:

- Drive company truck to pick up large item donations
- Determine if donations are acceptable & in working condition
- Load and unload donations/sold items to and from cars, truck and trailers
- Process donations-clean, organize, package and price
- Assist customers and provide a positive customer experience
- Assist with recycle process
- Operate fork truck and other ReStore equipment
- Help maintain the cleanliness, organization and safety of the ReStore including workshop
- Assist with special events within the community and at the ReStore
- Provide backup for cashiers and daily register closeout, and answer phone calls
- Other duties assigned by the ReStore Director & Executive Director

Requirements:

- Understand and appreciate the mission of Habitat for Humanity and ReStore
- Physically able to lift 50+ on a regular basis and be active
- Must pass a Department of Transportation (DOT) physical examination
- Must have or be able to acquire a chauffeur's drivers license and have a good driving record
- Ability to communicate effectively and work in a team environment with staff and volunteers
- Strong interpersonal skills and ability to work with a variety of personalities, abilities and backgrounds
- Must be detailed-oriented, a self-starter with strong problem-solving and organization skills
- Must be committed to a safe working environment

Desired Qualifications:

- Previous retail store, customer service and warehouse experience
- Knowledge of building materials and home improvement, tools & methods
- Computer skills/knowledge
- Mechanical aptitude for appliance and other types of repairs
- Forklift operator (Certification and Training Available)

Health Care, Matching Simple IRA, Paid Holidays, and Paid Vacation Benefits Available
LIVINGSTON COUNTY HABITAT FOR HUMANITY IS AN EQUAL OPPORTUNITY EMPLOYER

Contact: Tracey Smith, ReStore Director (810) 220-9986 Ext. 116 restore@livingstonhabitat.org
7198 Grand River Rd, Brighton, MI 48114