



POSITION DESCRIPTION

<i>Title:</i> Donations/Receiving Associate	<i>Employment Status:</i> Full Time, At-Will
<i>Department:</i> ReStore	<i>FLSA Status:</i> Non-Exempt
<i>Reports to:</i> ReStore Receiving Supervisor	<i>Supervises:</i> Volunteers/Interns

MISSION:

“Seeking to put God’s love into action, Pikes Peak Habitat for Humanity brings people together to build homes, communities, and hope.”

GENERAL DESCRIPTION:

As a ReStore Donations/Receiving Associate you are primarily responsible for all aspects of intake of merchandise from donors with excellent customer service, maintaining a clean, organized, and efficient Donation Center for processing, working with, and supporting volunteers, and assisting Donation Ambassador Drivers with loading or unloading trucks from donation pickups. This includes ensuring all donors and customers are receiving outstanding service, safety and quality control on all donations is maintained, appropriate pricing and recycling procedures are followed, and complete merchandising of all merchandise produced.

PRIMARY RESPONSIBILITIES:

- Provide superior service to all donors and customers.
- Promote and maintain a safe and efficient work environment.
- Maintain an effective, positive, and communicative relationship with ReStore management, staff, volunteers, Habitat homeowners, and ReStore donors and customers.
- Provide direction and leadership with new hires and volunteers to ensure their training is comprehensive in proper production/pricing/merchandising according to set guidelines and standards.
- Screen all product for usability quality control according to set guidelines of acceptable donations or recyclable material (to maintain low cost of trash pickups).
- Guarantee safe and prompt loading or unloading of all donors’ merchandise.
- Maintain safe procedures in all areas. (Examples: during any forklift use, while carefully handling merchandise in receiving, production, merchandising, or recycling.)
- Represent Habitat in a positive manner with a comprehensive understanding of Pikes Peak Habitat for Humanity ReStore’s mission.

GENERAL DUTIES:

- Assist with organization of donation receipts and donor zip codes.
- Make minor repairs, clean, test, process, and merchandise donated merchandise.
- Openly communicate with and assist Donation Ambassador Drivers with loading or unloading trucks from donation pickups.
- Perform daily cleaning, straightening, and organizing of the Donation Center and outdoor sales lot to maintain an efficient, neat, and comfortable work and shopping environment for all staff, volunteers, and customers.
- Safely operate a forklift upon certification.
- Keep all storage areas neat and organized.
- Demonstrate a willingness to cross-train in other areas of ReStore operations.
- Any other duties assigned by ReStore management.

REQUIRED SKILLS/ EXPERIENCE:

- Attentive listening and respectful communication skills required. Additionally, experience working with people in a respectable manner to provide excellent service.
- Ability to move and lift 50 lbs. unassisted and 75 lbs. assisted.
- Ability to safely climb in and out of the cabin and box of a box truck.
- Ability to work 8 hours with considerable walking, lifting, standing, bending, twisting, kneeling, and reaching.
- Punctual, dependable, self-starter, and team worker.
- High school diploma or equivalent required.
- Must pass a Criminal Background Check and Sexual Offender Check.
- Must provide proof of personal car insurance coverage.

WORK ENVIRONMENT AND CONDITIONS:

- This position is non-exempt according to guidelines of the Fair Labor Standards Act and, as such, an individual in this position is eligible to receive overtime pay.
- This position is full-time in nature. An individual in this position will regularly work a schedule consisting of 40 hours per week and the ReStore is open Monday – Saturday 9am-5pm. Most staff will be required to work Saturdays.
- Exterior and interior working environment during a variety of weather conditions.

ACCOUNTABILITY:

- The applicant/team member shall be:
 - In agreement with the job description
 - In agreement with the policies and guidelines of Pikes Peak Habitat for Humanity

EQUAL EMPLOYMENT OPPORTUNITY:

Pikes Peak Habitat for Humanity complies with all applicable Equal Employment Opportunity laws. Employment decisions are made without regard to race (including characteristics associated with race such as hair texture, hair type, and protective hairstyles), color, religion, sex, sexual orientation, gender identity, transgender status, national origin, disability, pregnancy, age (40 or older), genetic information (including family medical history), marital status, military status, lawful conduct outside of work, membership or non-membership in a labor organization, or status in any other group protected by federal, state or local law.

COMPENSATION AND BENEFITS:

- The hiring range for this position is projected to \$14-\$16 per hour depending on experience.
- All full-time Pikes Peak Habitat for Humanity employees are eligible for the following employee benefits:
 - Medical/Life/Dental/Vision Insurance/401(k) Retirement Program with employer match up to 4%/Accrued Vacation and Sick hours/Paid holidays.

APPLICATION TIMELINE & INSTRUCTIONS:

- Position will remain open until filled
- Apply on our website at pikespeakhabitat.org/employment
- [Upload C.V./Resume](#)
- [Upload cover letter explaining how you meet/exceed the position's preferred levels of education and experience contained within this job description](#)

NO PHONE CALLS, EMAILS OR PERSONAL INQUIRIES