



Habitat ReStore Donation Pickup Assistant

PART-TIME

Reports to: Executive Director
FLSA Status: Non – Exempt

SUMMARY POSITION OVERVIEW

The Habitat ReStore in Ellsworth is seeking a part-time *ReStore Donation Pickup Assistant*. The candidate selected for the position will aid the ReStore truck driver in picking up and unloading donations/setting up showroom displays and may occasionally be asked to drive the rental truck. This position requires a cooperative work ethic, reliability, and excellent customer service & communication skills. Must be able to lift 50-80lbs. safely. Clean driving record, valid Maine driver's license, and background check are required. P/T, year-round 1 day per week (approx. 6-hour), typically Tuesdays, but this may be negotiable, dependent on the availability of the ReStore truck driver and as long as the day of the week is consistent and deliveries pose no significant disruption to ReStore sales functions.

JOB DESCRIPTION

Operations & Sales:

- ❑ Work with volunteers and staff to manage the procurement, pick-up, intake, and acknowledgment of donated items
- ❑ Maintain good housekeeping standards by cleaning donated items and arranging attractive showroom displays to promote sales and maintain consistent inventory turnover
- ❑ Follow established guidelines regarding acceptable donations – the “yes please” and “no thank you” lists
- ❑ Tactfully turn down donations which can't be accepted and refer donors to other, alternate donation and recycling centers
- ❑ Uphold and improve operational and customer service procedures
- ❑ Refer customer complaints and questions to appropriate staff member for resolution
- ❑ Understands local affiliate build program material needs and culls donations to the ReStore which can be used in the construction of Habitat home(s)
- ❑ Other duties as assigned

MINIMUM QUALIFICATIONS—*Knowledge, Skills, & Abilities*

- ❑ High school degree or equivalent
- ❑ Demonstrated experience in a customer relations setting; knowledge of proper customer service etiquette; pleasant speaking voice and articulation
- ❑ Ability to effectively present information and tactfully respond to questions from managers, clients, customers, and the general public
- ❑ Ability to work independently in the absence of supervision as well as under the direction of management
- ❑ Enthusiastic, reliable, and courteous
- ❑ General knowledge of building materials a plus

- ❑ Commitment to HCHF mission and principles and the ability to positively represent the affiliate, including staying current on FAQ's regarding our mission
- ❑ Valid Maine driver's license and clear driving record required (Occasionally may be asked to assist with donation pick-ups.)

Physical Requirements:

- ❑ Ability to safely lift 50 pounds regularly and 100+ on occasion with assistance
- ❑ Ability to spend approximately equal time sitting and standing during the day—using proper lifting techniques and ReStore truck/appliance dollies to load & unload donations

All candidates must be willing to submit to and pass a background, credit, and sex offender registry check.

COMPENSATION & BENEFITS

\$10.75 to start. Part-time staff members are eligible for a modest number of pro-rated paid time off day(s), in accordance with our Employee Handbook.

Please email cover letter and resume to director.hchh@gmail.com and write “*ReStore Donation Pickup Assistant*” in the subject line of the e-mail or mail to *Hancock County Habitat for Humanity - PO Box 343 - Ellsworth, ME 04605*. An official application for employment including a form granting permission to perform background and credit checks must also be completed and can be found at www.HancockCountyHabitat.org. No phone calls please. Principals only; recruiters, please don't contact this job poster.

Applications accepted until the position is filled.

E.O.E. – Applicants for employment will not be discriminated against on the basis of race, color, creed, religion, national origin, ancestry, sex, sexual orientation, age, medical condition, physical or mental disability, pregnancy, veteran status, marital status or any other category protected by law in any employment-related decision.