



## **Habitat ReStore Donation Pick-up 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 Pick-up Assistant*. The candidate selected for the position will aid the ReStore truck driver in picking up and unloading donations/setting up showroom displays. This position requires a cooperative work ethic, reliability, and excellent customer service & communication skills. Must be able to lift 50-80lbs. safely.

Although not required, preference will be given to candidates who could also drive the truck (clean driving record & valid Maine driver's license), if called upon. Background check 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 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 preferred as candidate may occasionally be asked to assist by driving the rental vehicle

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 an hour to start plus seasonal differential.

*Note: From the first full pay period of June through the last full pay period of September, we offer a seasonal differential rate to our ReStore employees of an additional \$1 per hour [for time worked] which will be added on to the rate above. However, please note that the expectation is that any hires are P/T, **year-round**; we do not offer seasonal employment, just incentives.*

**Paid time off:** Regular part-time employees shall receive PTO pro-rated based on their scheduled hours per week and be granted up to three (3) paid floating holidays.

**Application:** Please email cover letter to [Director.HCHH@gmail.com](mailto:Director.HCHH@gmail.com) and write “ReStore Pick-up Assistant” in the subject line of the e-mail. An official application for employment including a form granting permission to perform background and credit checks must also be submitted and can be found at [www.HancockCountyHabitat.org/employment-opportunities](http://www.HancockCountyHabitat.org/employment-opportunities). No phone calls or drop-in interviews granted.

**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.*