



Job Description

Title: Warehouse Associate	Employment Status: Part-Time
Department: ReStore	FLSA Status: Non-Exempt
Reports to: ReStore Manager	Works Closely with: Management & Warehouse Staff

Description: Manage the donations and the donations process, including donor interaction, donation evaluation, warehouse logistics and flow. Manage and maintain warehouse space to encourage flow of donations to the sales floor and maintain a safe environment for customers, volunteers and staff. Assist the ReStore Manager with oversight of ReStore Associates and volunteers. Qualified candidates will have a background in scheduling and logistics, experience with construction or home improvement related retail sales, have a “customer first” mindset, and have the desire to work in a nonstandard retail environment.

CORE RESPONSIBILITIES AND ASSOCIATED TASKS:

- Interacting positively with donors and customers.
- Assisting with the retail operation, including processing merchandise to go to sales floor.
- Assisting customers with purchased items.
- Loading and unloading customers and donors as needed.
- Providing superior customer service to donors and customers.
- Maintaining the cleanliness and organization of the warehouse, following safety and compliance standards.
- Filling in where needed throughout the ReStore to ensure smooth operations.
- Assisting in other areas as required, including but not limited to merchandising, inventory management, and event preparation.

Knowledge, Skills, Abilities

- Knowledge of fair market values of new and used building materials.
- Superior customer service skills.
- Operate a pallet jack and 2-wheel dolly properly.
- Able to lift 50 pounds, perform heavy manual tasks, work standing or walking for a full workday, and be capable of performing outside duties under all weather conditions.
- Able to supervise volunteers with a wide range of skills and abilities.

Qualifications

- Minimum of 1 YEAR of retail sales experience.
- Must be available on Sundays.
- Must have forklift certification: training and certification will be provided.
- Retail experience with construction or building materials/hardware preferred.
- Minimum High School Diploma or GED.