



Donation / Warehouse Associate

Position Summary

The Donation/ Warehouse Associate will support daily store activities at the direction of the ReStore Manager. Primary responsibilities include scheduling, warehouse supervision, assisting with the efficient flow of materials into the store, and donation testing and cleaning.

Working hours: Full-time, 36-40 hours/week

Key Areas of Responsibility:

1. Warehouse
 - Screen drop-off donations for acceptability and unload professionally and efficiently.
 - Cleans and tests donated items in the receiving area and ensures proper placement of these items onto the sales floor.
 - Maintains that all tools are in good working order in the warehouse and keeps them organized.
 - Keeps all restricted areas clear of any items in the warehouse and yard.
 - Keeps the warehouse and yard clean, organized, and safe.
 - Maintains all supplies and communicates supply needs to management.
 - Ensures compliance with donation acceptance criteria in the receiving area.
 - Communicates well with donors regarding our processes, policies, and the mission of ReStore.
 - Keep detailed reports of call logs, donors, and donations.
 - Perform or coordinate cleaning and maintenance of ReStore facility.
2. Supervision
 - Coordinate and direct volunteers and community service workers with work as needed.
3. Other Duties
 - Assist in stocking the store with properly priced inventory and to keep the sales and storage areas organized in a clean, attractive manner.
 - Exhibit a positive working attitude by demonstrating respect for fellow workers, donors, and customers.
 - Assist customers with transporting purchases to their vehicle when needed.
 - Perform such other tasks as requested by the Manager to facilitate a positive customer and volunteer experience at the ReStore.
 - Deconstruction help as needed.
 - Support and fill in for sales, cashiers, etc. when needs arise.

Knowledge, Skills, Abilities and Personal Characteristics:

- Strong communication skills.
- Self-motivated, reliable, and enthusiastic. Enjoys working with a wide variety of people in many different situations.
- Ability to lift 50 lbs. unassisted and to operate a variety of power tools.
- Ability to prioritize work, to think critically, and keep a safe workspace.
- Ability to handle and diffuse challenging situations with tact.
- Ability to take initiative and demonstrate leadership skills with a team attitude.
- Ability to lead and supervise volunteers, ensuring both volunteers and customers are having an excellent experience.