**ReStore Intake Associate**, Full-Time, Tuesday-Saturday

Henderson County & Thermal Belt Habitat for Humanity Improvement ReStore, Hendersonville, NC

**Position Objective**

At Henderson County & Thermal Belt Habitat for Humanity ReStores, we believe that everyone deserves a safe, decent, affordable place to live. The ReStore Intake Associate represents the Habitat brand through courteous interactions with potential donors and customers to support our mission and support ReStore operations. You will help accept donations for our Improvements ReStore in downtown Hendersonville in a timely, efficient, and courteous manner. Work with the ReStore manager to ensure donations are organized, processed, and placed on the floor. Help us maintain our store and intake area.

**Specific Duties**

* Ensure timely and efficient movement of donations to deliver fast and quality service.
* Stack, pad, and secure items in our ReStore and for storage.
* Assist ReStore Manager in maintaining efficient operations by:
* Maintaining a clean and safe work area.
* Keeping the loading dock neat and orderly when unloading.
* Putting incoming donations from receiving docks in the proper location.
* Moving priced items to the showroom floor.
* Adhering to the ReStore’s recycling efforts.
* Assisting customers and donors in loading and unloading merchandise.
* Cleaning around the dumpster or backyard of debris. \* Utilizing and storing of dollies or carts for the safe transport of donations.
* Communicate with Management, Drivers, and Customers clearly.
* Maintain health and safety compliance in accordance with company policy.
* All other duties as assigned.

**Required Education, Experience, Knowledge & Skills**

* Understand Habitat for Humanity mission.
* Must be professional in appearance and a good ambassador of the Habitat brand.
* Demonstrates problem-solving skills and ability to work under pressure.
* Ability to work well and communicate effectively with individuals from diverse backgrounds.
* Ability to establish, foster, and maintain effective working relationships with staff, volunteers, and the public.
* Ability to work Tuesday-Saturday.
* Able to arrive at work promptly and dress neatly in a Habitat for Humanity shirt.
* Team Player able to help in warehouse and sales floor as needed.
* Criminal Background Check
* Starting salary: $17/hour