

JOB DESCRIPTION
ReStore Donation Center Coordinator
Habitat for Humanity of Lincoln (HFHL)

Reports to: ReStore Assistant Manager

Description: This position is responsible for intake of merchandise from donors, maintaining a clean and efficient Donation Center, working with, supporting and organizing volunteers, and assisting the ReStore Donation Ambassador with donation pick-ups and unloading the truck.

Employee Status: Non-exempt, hourly at 40 hours per week

Responsibilities:

1. General Duties

- Load and unload all donated materials
- Screen for product usability when donors bring in donations
- Maintain organization of donation receipts and donor's zip codes
- Make minor repairs, test, process and clean donated materials
- Work with ReStore Assistant Manager to ensure that processed donations are being brought over to the store and outside sales area
- Communicating with ReStore Donations Ambassador regarding incoming donations
- Work, support, and organize volunteers in the Donation Center while making their experience meaningful
- Assist ReStore Donation Ambassador to pick-up and unload donated goods
- Maintain an effective working relationship with ReStore management, staff, volunteers, Habitat homeowners and ReStore customers
- Refers to established pricing schedules and office records to verify pricing
- Operating ThriftCart software and Point of Sale register.
- Answering phones, scheduling donation pick-ups and answering customer inquiries
- Operate box truck with lift gate, forklift, pallet jack, and dollies
- Daily cleaning and straightening of the Donation Center, keeping them neat and clean

2. Other Duties as Assigned by the ReStore Manager and Assistant Manager

3. Required Skills / Experience

- Knowledge and experience working with people
- Good organizational, problem solving and multi-tasking skills
- Team building a plus
- Must be a good listener and be able to engage in well-considered discussions
- Must have good anticipatory abilities and personally act on same as need arises

- Must be willing to understand the big picture of the HFHL ministry and know that ReStore is only a part of the larger goal
- Must pass Criminal Background Check and Sex Offender Check
- Work is performed in a retail/warehouse environment
- Ability to lift 75 pounds repeatedly
- Ability to spend majority of the day standing or moving about ReStore and Donation Center. Work may require climbing ladders, considerable standing, bending, kneeling, and reaching in awkward and tiring positions.
- Ability to operate office equipment
- High school diploma or equivalent
- Minimum of six months work experience
- Must have a drivers license and maintain a good driving record

To apply, please submit resume to kmontgomery@lincolnhabitat.org.

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