



CAPE FEAR HABITAT FOR HUMANITY

"We are a Christian housing ministry assisting families in the Cape Fear region towards the purchase of a Habitat home."

ReStore Warehouse Attendant Part Time Job Description

Cape Fear Habitat for Humanity is an ecumenical Christian housing ministry, dedicated to eliminating substandard housing and creating affordable homeownership opportunities. This mission is dedicated to a process of mutual help and respect, involving community volunteers and those with housing needs working in partnership. In this environment, employees may be required to work during non-traditional business hours when needed.

Date Revised:	2/17/2016
Job Title:	ReStore Warehouse Attendant (Part-Time)
Reports to:	ReStore Manager
Work Hours:	Stores Operational Hours Mon thru Sat. 9:00 am to 5:00 pm Part Time will work variously scheduled hours not more than 20 hours a week
Exemption Status:	Non-Exempt

Responsibilities:

The ReStore Warehouse Attendant is responsible for taking donations from donors and placing in warehouse. They will test, clean and help maintain warehouse and store items. Reporting to Store Manager the Warehouse Attendant works with other staff members to ensure the warehouse and ReStore operates efficiently.

This job description should not be construed to imply that the requirements listed are the exclusive standards of the position. The ReStore Manager reserves the right to assign or delegate other tasks as necessary. Duties include:

Requirements

- Experience moving furniture helpful, but not required
- Must be able to lift 75+ lbs., stand, squat, bend, and climb on a consistent basis
- Must be High School graduate or higher.
- Excellent customer service skills and ability to operate a cash register
- Ability to relate to people with diverse backgrounds.
- Multi-tasker with effective communication skills.
- Self-starter with the ability to work independently and with other staff and volunteers.
- Be committed to the Cape Fear Habitat for Humanity's mission.
- Meet all deadlines agreed upon by with the immediate manager
- Ability to pass background check and drug screening