



**Habitat
for Humanity®**

ReStore®

Job Description Warehouse Coordinator

Overview

This team member provides a great friendly service to our donors by being courteous and helpful. They have a professional demeanor and a strong work ethic. This team member is able to communicate ideas and issues to their colleagues (employees and volunteers) and the ReStore Manager. Their eager attitude enables them to be a productive employee who takes initiative and provides guidance to those who may need it (volunteers, new employees, etc.). They also bring innovative and solution focused perspectives to various issues that effect the operations of the back shop and warehouse. They are organized, resourceful and skillful at repairing, testing and cleaning.

Roles & Responsibilities

The Warehouse Coordinator is responsible and accountable for:

- execution of the protocol by staff and volunteers for in-store donations,
- maintenance of a safe and accessible unloading area for donations,
- collect and then supply donor information and tax receipt requests to the ReStore Coordinator
- Provide a positive experience to the donor and express gratitude
- Keep records of donations for audit purposes

In addition, the Warehouse Coordinator is responsible for the day-to-day duties of the ReStore warehouse, including but not limited to:

- Lead & plan workload for back-shop staff and volunteers
- Sort, clean and price merchandise
- Accepting donations at door
- Ensuring space is available for truck team deliveries
- Ensure oldest merchandise is being processed first
- maintenance of pricing guns and ticket inventory
- maintenance of cleaning supply area and inventory
- Will provide direction and training to staff & volunteers that assist with donation processing.
- Maintain clean and organized back shop area
- Will perform other duties as directed by store management.
- Perform in store maintenance duties, such as painting, building displays, racking, etc.
- Acting as a team player who works collaboratively and effectively within an environment of respect, solution-finding, open & honest communication and innovativeness
- Ensure that all Health & Safety Protocols are always followed in a proactive manner
- Attend team meetings

Job Requirements

- Able to lift at least 50 lbs
- Must be available between 40 hours per week, days could vary but do not include Sundays
- Requires the physical ability to sit, walk and stand for prolonged periods of time. This individual must stand, stoop, bend, and grasp.
- CSA steel toe work shoe/boot required (an annual credit is provided to assist with purchase)
- Bondable
- Ability to operate a forklift would be preferred