

POSITION DESCRIPTION
HABITAT FOR HUMANITY OF WILLIAMSON COUNTY

Position: **ReStore Warehouse Coordinator**
Classification: Non-exempt
Status: Full-Time Employee
Reports to: ReStore Manager
Evaluation: Annually within last quarter of fiscal year

General Responsibilities

The ReStore Warehouse Coordinator is responsible for coordinating the donations received at the store, from entry into the store to pricing and stocking inventory onto the sales floor, and for providing an excellent customer service experience to both residential and corporate donors.

Specific Responsibilities

- Understand ReStore Policy and Procedures as well as oversee and help develop efficient processing of donated items from receiving area to the sales floor
- Adhere to all safety procedures and ensure all volunteers adhere to the procedures as well
- Screen product for usability to determine use in other HFHWC programs, sale in one or more ReStore locations, or into recycling
- Unloading vehicles at the store and/or overseeing volunteers to complete this task
- Coordinate with sales staff and supervisor to ensure product is clean and displayed safely
- Maintaining warehouse tools and equipment in good working order and ensuring all tools/equipment are repaired in a timely manner
- Assist in stocking the store with properly priced inventory to keep the warehouse and outside areas in a clean, organized and safe state
- Move sold product to the identified holding area for future customer pick up
- Assist customers with transporting purchases to their vehicle when needed
- Exhibit positive working attitude by demonstrating respect for and clear communication with fellow workers, donors, and customers
- Understand and support the affiliate's mission and vision
- Share and articulate affiliate goals within the community
- Maintain donor records and product records as requested
- Provide tax-related documentation for donors as needed
- Complete and file all required documentation as outlined in established ReStore Procedures or requested by the ReStore Director or Executive Director
- Other duties as assigned by the ReStore Manager, ReStore Program Director or Executive Director

Qualifications

- Fully supports the ideals and mission of Habitat for Humanity International and Habitat for Humanity of Williamson County
- High School degree or equivalent
- Ability to safely operate pick-up truck and utility trailer and/or box van and warehouse tools and equipment as assigned
- Some automobile mechanical aptitude
- Good drivers record
- Effective customer service skills
- Ability to lift fifty (50) pounds
- Strong written and oral communication skills
- Able to work independently and handle multiple tasks
- Team player