



**Position Title: ReStore Receiving Coordinator**

**Reports to: ReStore Manager and Exec. Director**

**Revision Date: April 1, 2024**

**Time Commitment: Up to 25 Hrs/wk**

ICHFH has three major programs, New Construction, Home Preservation and ReStore. Our ReStore helps to build wealth for both folks who shop while all proceeds from ReStore go back into funding for our first two programs.

#### **ICHFH's ReStore Mission**

*ReStore seeks to put God's love into action in bringing people together to build homes, communities & hope by engaging the general public and business community in both the donation and sales of building material and household items.*

#### **ICHFH's ReStore Vision**

*ReStore supports a world where everyone has a decent place to live in being a reliable source of sustaining financial support to ICHFH by providing affordable building products & gently used household items a new lease on life and saving landfill space.*

*Flexibility and adaptability are key traits for this position, as its duties and responsibilities are ever changing depending on the caliber of volunteers you have for the day.*

#### **Qualifications:**

- **Valid Driver's License:** Must have a valid driver's license and a clean driving record.
- **Truck and Trailer Experience:** Experience driving trucks and trailers is essential. Willingness to become DOT certified.
- **Background Check and Drug Test:** Successful completion of a background check and drug test.
- **Ethical Leadership:** Demonstrate high integrity and accountability in all actions.
- **Mission Alignment:** Connect the presence of ReStore with the mission of Itasca County Habitat for Humanity.
- **Self-Starter:** Ability to work independently and collaboratively with ReStore/Habitat staff and volunteers.
- **Inclusivity:** Relate effectively to people of different incomes, faiths, and races.
- **Motivational Skills:** Inspire and provide direction to ReStore volunteers.
- **Physical Ability:** Able to work in the ReStore, warehouse, and on deconstruction sites. Must be able to lift 50 lbs., bend, and work during inclement weather.

#### **Responsibilities:**

- **Efficiency and Flow:** Ensure daily efficiency and flow within the ReStore.
- **Donation Preparation:** Inspect, clean, and prepare donations for the retail floor.
- **Responsibilities (Cont.):**



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- **Tidy Work Areas:** Maintain receiving and tool bench areas to expedite donations to the retail floor promptly.
- **Educational Role:** Act as the link between Habitat and ReStore by explaining how ReStore benefits Habitat.
- **Customer and Volunteer Support:** Assist customers and volunteers as needed.
- **Safety Compliance:** Ensure safety policies are adhered to.
- **Donor Assistance:** Assist donors in unloading vehicles and issue donation receipts.

**Other Duties (As Assigned):**

- **Sales and Cash Register:** Assist with daily sales and cash register reconciliation as needed.
- **Donation Pickup:** Support the Donation Pickup Driver on pick-up runs.
- **Overall Operation:** Assist in various areas, including answering phones, intake, pricing, testing, and check-out.
- **Executive Director's Assignments:** Perform other duties assigned by the Executive Director.
- **Physical Ability:** Requires the ability to sit, walk, or stand for prolonged periods. Must have all senses intact (sight, hearing, smell) and be able to stand, stoop, bend, grasp, and hold items for warehouse, storage, store floor, and intake area work.
- **Work Environment:** Normal workplace includes the Habitat office, ReStore, truck, and de-construction sites. Some work may be outdoors in non-temperature-controlled conditions.

*Itasca County Habitat for Humanity is an equal opportunity employer.*