



Every donation. Every purchase. Helps build homes.

Habitat for Humanity of Greater Fort Wayne

ReStore Appliance Processing Associate

Date: 2/24/2021

Status: Full-time or Part-Time / Hourly (\$12-\$13.50/hour)

Reports to: ReStore Processing Manager

Availability: Mon-Sat 8:30am-5:30pm

Performance Summary: The ReStore is a nonprofit home improvement store and donation center that sells new and gently used furniture, appliances, building materials, and more to the public at discounted prices. ReStore processing associates are responsible for executing the day-to-day operations of this unique retail environment. The ideal candidate is self-motivated and highly adaptable. This employee must be a team player who possesses an others-first, can-do mindset and the ability to carry out daily assignments that may change abruptly. This is an opportunity for a positive, hardworking individual who wants to apply their efforts to support Habitat's mission of building homes, communities, and hope.

Responsibilities:

- Execute appliance testing and cleaning in a proficient manner
- Perform basic electrical wiring for display of light fixtures
- Execute all aspects of daily retail operations, including donation acceptance, processing/stocking merchandise, sales, POS, and loading/unloading merchandise
- Ensure consistent quality and cleanliness of merchandise and facility
- Provide superior service to customers, volunteers, and donors
- Adhere to and hold others accountable to safety protocol, policies, and procedures

Key Result Areas:

- Reducing return rates on defective appliances
- Accuracy and efficiency
- Deliberate decision making to maximize output
- Positive attitude and superior service
- Teamwork and cooperation
- Attendance and punctuality

Competencies:

- Have knowledge of a wide array of large and small household appliances and their inner workings
- Mechanically inclined, able to intuitively see how things work, good with tools, and adept at building/fixing things
- Be able to follow and take lead in appliance donation acceptance and testing procedures
- Effective communication, math, and language skills
- Strong interpersonal and problem-solving skills; self-motivated, adaptable, and detail-oriented
- Able to work alongside staff/volunteers with a wide range of skills and abilities
- Professional attitude and appearance
- General knowledge of building materials and resale values are a plus

Physical requirements:

- Able to lift up to 50 pounds, perform heavy manual tasks, stand or walk for a full workday, and be capable of performing outside duties under all weather conditions.
- The ability to move and handle furniture, appliances, and fixtures, which will require bending and lifting is necessary.

Other Requirements:

- Must be able to pass pre-hire drug screening and background check.



Habitat for Humanity of Greater Fort Wayne

Every donation. Every purchase. Helps build homes.

This job description in no way states or implies that these are the only duties to be performed by the employee incumbent in this position. Employee will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments.

All duties and responsibilities are essential job functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.

To apply: Please send your completed employment application to Nathan Ainslie at nainslie@habitatgfw.com. No phone call inquires, please.

Habitat for Humanity of Greater Fort Wayne, Inc. is firmly committed to being an Equal Opportunity Employer and does not discriminate on the basis of sex, race, age, sexual orientation, national origin, ethnic background, religion, disability, or any other characteristic protected by law.