

HABITAT FOR HUMANITY OF KITSAP COUNTY

VOLUNTEER JOB DESCRIPTION

WAREHOUSE WORKER – BUILDERS BARGAINS RETAIL STORE

GENERAL STATEMENT:

The Warehouse Worker is a volunteer position responsible for the processing of donated materials for sale at the Builders Bargains Retail Store and assisting customers as needed. The volunteer must be willing to adhere to and express the mission of Habitat for Humanity and maintain a Christian working atmosphere.

Detailed instructions are given at each new assignment. As the person becomes familiar with procedures, more unsupervised judgment and decision making duties are given. Their work is subject to review as needed by the Store Manager. Adherence to the Habitat for Humanity of Kitsap County policies and procedures is required.

EXAMPLES OF DUTIES:

- Clean and price incoming materials, following established pricing procedures and criteria. Refer questions to the Store Manager or designated staff.
- Organize and set up materials for sale in an orderly and appealing manner using warehouse material handling equipment as needed.
- Straighten and clean displays, restocking out of place items.
- Maintain orderly and clean work area.
- Keep up-to-date on methods of pricing, inventory and procedures.
- Greet customers, answer questions and provide assistance as needed.
- Load and unload vehicles receiving or delivering materials to/from the store.
- When requested, assist the driver when picking up material at donor sites.
- When requested, drive the truck and pick up material at donor sites.
- As needed, answer telephone and provide store information, directions, etc. to callers.
- Regularly communicate with Store Manger regarding warehouse issues and problems.
- Recommend new/better methods of completing assigned tasks as needed.

WORKING ENVIRONMENT:

Work is performed in a retail/warehouse environment. The use or operation of warehouse material handling equipment such as a hand truck, pallet jack, dollies, forklift and truck/pickup, may be required to assist in completing tasks. Proper trainings and instructions will be provided.

MINIMUM QUALIFICATIONS:

Experience working in a retail store environment is desirable. A good driving record and strong customer service and interpersonal skills are required. Also, the ability to work in an unheated warehouse environment is required.

The volunteer must be dedicated to Habitat for Humanity of Kitsap County's Mission, and willing to work closely with all staff.