



## RECEIVING AND PROCESSING ROOM ASSISTANT

TIME COMMITMENT	GROUP SIZE	LABOR	LOCATION
 Recurring	 Individual  Groups	 Heavy Duty	 Inside the ReStore

### DESCRIPTION:

Accept incoming donations and process them for the sales floor.

### RESPONSIBILITIES:

- Greet customers/donors
- Assist donors/customers with loading and unloading merchandise
- Fill out and give donation receipt to donor (ReStore Staff should sign)
- Deliver donations to proper the sales floor to be put in place
- Organize and display building materials
- Keep drop-off area clean, safe and organized
- Help test electrical items
- Ability to clearly explain ReStore policies and procedures
- Other duties as assigned if needed

### QUALIFICATIONS OR SPECIAL SKILLS NEEDED:

- Knowledgeable of acceptable and unacceptable donation items
- Ability to do heavy lifting (up to 50lbs individually)
- Ability to take accurate measurement
- Ability to use power tools/hammers on occasion
- Knowledgeable in home repair or construction a plus (not required)
- Well-mannered with ability to interact with wide variety of people
- Minimum Age 18 years old

### TOOLS OR MATERIALS:

- ReStore will provide necessary tools and materials.



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## DONATION PICKUP ASSISTANT

TIME COMMITMENT	GROUP SIZE	LABOR	LOCATION
 Recurring	 Individual	 Heavy Duty	 Inside the ReStore

### DESCRIPTION:

Provide an excellent/positive experience to encourage future donations while picking up donations using the ReStore truck.

### RESPONSIBILITIES:

- Assist Donation Ambassador in picking up donations from donor's homes.
- Assist in unloading donations at the ReStore
- Advocate for the Habitat ReStore in the community
- Complete donation receipts

### QUALIFICATIONS OR SPECIAL SKILLS NEEDED:

- Able to lift 50lbs individually on a regular basis
- Strong customer service and communication skills
- Able to determine if a donation is acceptable for the ReStore
- Ability to work with a partner
- Knowledge of Rochester area a plus
- Well-mannered with ability to interact with wide variety of people
- Minimum Age 18 years old

### TOOLS OR MATERIALS:

- ReStore will provide necessary tools and materials



## RESTORE STUFF A TRUCK

TIME COMMITMENT	GROUP SIZE	LABOR	LOCATION
 Bite Size	 Family  Groups(School Churches)	 Light Duty  Heavy Duty	 Outside the ReStore

### DESCRIPTION:

Gather friends, family or an organized group and do a donation drive on behalf of the ReStore! Make it an event or challenge.

### RESPONSIBILITIES:

- Consult website to learn what the ReStore does and does not accept
- Inform the ReStore of upcoming Donation Drive so that the ReStore can prepare to accept donations
- Get copies of Donation Receipts to issue to Donors
- Advertise and inform your community about the event (posters, road signs, etc.)
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### QUALIFICATIONS:

- Ability to organize a Donation Drive
- Ability to issue and save Donation Receipts
- Ability to lift 50 lbs.

### TOOLS OR MATERIALS:

- ReStore will provide Donation Receipts
- ReStore will provide Donation Guidelines
- ReStore will provide 1 Staff member and truck
- A group of 6-10 people to Stuff the Truck



## SHOW ROOM FLOOR ASSISTANT

TIME COMMITMENT	GROUP SIZE	LABOR	LOCATION
 Recurring	 Family  Individual	 Light Duty	 Inside the ReStore

### DESCRIPTION:

Interact with shoppers and keep the show room clean and neat! Answer phones and assist with pick up calls.

### RESPONSIBILITIES:

- Assist any customer questions while on sales floor.
- Be sure there is a price tag on all sale items. (Alert Staff member if there is not one)
- Place items on sales floor for display, and set up vignettes’.
- Greet and welcome donors and customers make them aware of sales and events!
- Organize/maintain/clean sales floor area and shelving.
- Keep the front desk clean and organized & make sales tags as needed
- Answer phone calls regarding pickups. (Staff will schedule!)
- Other duties as assigned if needed.

### QUALIFICATIONS OR SPECIAL SKILLS NEEDED:

- Able to lift at least 25lbs
- Ability to take accurate measurements
- Basic addition and subtraction
- Ability to multitask
- Able to stand for long periods of time
- Well-mannered with ability to interact with wide variety of people
- Minimum Age 15— if accompanied by parent or guardian. Must maintain One adult per 3 minors provided by the parent or guardian. ReStore is not able to provide supervision for Minors.
- Minimum Age 16—if unaccompanied by parent or guardian.

### TOOLS OR MATERIALS:

- ReStore will provide necessary tools and materials



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## DISASSEMBLE / ELECTRICIAN

TIME COMMITMENT	GROUP SIZE	LABOR	LOCATION
 Recurring	 Individual	 Light Duty	 Inside the ReStore

### DESCRIPTION:

Disassemble/Repair any broken or poor quality light fixtures and other recyclable materials that cannot or will not sell.

### RESPONSIBILITIES:

- Disassemble broken or unsellable light fixtures or any other item that is broken or not sellable which contains recyclable materials
- Separate metals and place in proper recycling drums
- Recycle wiring from light fixtures
- Repair light fixtures (if repairable/applicable to do so)
- Clean, maintain and organize processing area
- Other duties as assigned if needed

### QUALIFICATIONS OR SPECIAL SKILLS NEEDED:

- Electrical skills a plus (not required)
- Enjoy taking things apart
- Ability to use power tools
- Friendly with good sense of humor
- Well-mannered with ability to interact with wide variety of people
- Minimum Age - 18

### TOOLS OR MATERIALS:

- ReStore will provide necessary tools and materials



## DONATION AMBASSADOR

TIME COMMITMENT	GROUP SIZE	LABOR	LOCATION
Mondays	Individual	Heavy Duty	Inside the ReStore

### DESCRIPTION:

Provide an excellent/positive experience to encourage future donations while picking up donations using the ReStore truck.

### RESPONSIBILITIES:

- Assist Staff Member in picking up donations from donor's homes.
- Assist in unloading donations at the ReStore
- Advocate for the Habitat ReStore in the community
- Complete donation receipts

### QUALIFICATIONS OR SPECIAL SKILLS NEEDED:

- Able to lift 50lbs individually on a regular basis
- Strong customer service and communication skills
- Able to determine if a donation is acceptable for the ReStore
- Ability to work with a partner
- Knowledge of Burlington County area a plus
- Well-mannered with ability to interact with wide variety of people
- Minimum Age 18 years old

### TOOLS OR MATERIALS:

- ReStore will provide necessary tools and materials



## DONATION AMBASSADOR CREW

TIME COMMITMENT	GROUP SIZE	LABOR	LOCATION
 On Call	 Individual Groups	 Heavy Duty	 Inside the ReStore

### DESCRIPTION:

Help clear out offices and homes last minute to bring donations to the ReStore. The ReStore frequently receives calls from landlords, contractors and homeowners who need furniture and building supplies removed quickly. We need a a group to be able to help us load and unload the ReStore truck.

### RESPONSIBILITIES:

- Assist Staff Member in picking up donations from donor's homes.
- Assist in unloading donations at the ReStore
- Advocate for the Habitat ReStore in the community
- Complete donation receipts

### QUALIFICATIONS OR SPECIAL SKILLS NEEDED:

- Able to lift 50lbs individually on a regular basis
- Strong customer service and communication skills
- Able to determine if a donation is acceptable for the ReStore
- Ability to work with a partner
- Knowledge of Burlington County area a plus
- Well-mannered with ability to interact with wide variety of people
- Minimum Age 18 years old

### TOOLS OR MATERIALS:

- ReStore will provide necessary tools and materials