



**Position Type:** Full Time/Part Time **Reports to:** ReStore Director

**Position Summary:**

Knowledge of ReStore Mission

Must be Friendly, courteous with excellent customer service skills

Must be flexible, dependable and have a positive attitude

Must have a professional demeanor and remain friendly and polite when faced with difficult situations

Must be able to move heavy donations with help and using proper materials management equipment

Must have the knowledge of what items are appropriate for the ReStore

Must have willingness and flexibility to be cross trained in all areas in the ReStore including opening and closing procedures

Must take own initiative

Work with team to enforce all safety policy and procedures

**Responsibilities:**

Ensure donations are received in a safe, professional manner

Assist donors and issue donation receipts

Screen product for usability

Ability to cross train in all other areas of the ReStore

Assist donors and issue donation receipt

Process Donations and Merchandise on Sales Floor

**Required Skills/Experience/Physical Requirements:**

Must be able to lift 50 lbs. minimum unaided and use team lifts/mechanical aids for anything over, and move heavy items such as appliances/furniture

Required to Stand, Sit, Bend, Reach and or Lift for long period of times

Must have a NC driver's license

Team Player

Knowledge/Experience 3-5 yrs. minimum in truck driving/customer service

Ability to adapt to an ever-changing environment including varying weather conditions

Have knowledge and experience in current safety requirements

Follow all established policies and procedures

Must be friendly and courteous

**Working Conditions:**

Exposure to extreme temperatures, loud noises and other adverse working conditions with outdoor/indoor work.

I hereby acknowledge receipt of this job description

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_