



Houston Habitat for Humanity ReStore

Warehouse Assistant

Job Description

Job Title: Warehouse Assistant

Reports to: Controller

Type: Non-exempt

Mission

Seeking to put God's love to action, Houston Habitat for Humanity brings people together to build homes, communities and hope.

This position supports the organization's mission, vision, and values by performing all job functions as listed below in addition to incorporating a sense of service and helping others.

Essential Functions & Responsibilities

- Price all donated items according to pricing guidelines
- Direct and assist volunteer staff in daily warehouse functions
- Ensure that merchandise is thoroughly cleaned and in good functioning condition.
- Assist with stocking product on showroom floor & merchandise product according to group
- Assist with maintaining the warehouse back room/staging area. Keep in neat & organized fashion
- Maintain neatly organized aisles
- Assist with physical inventory
- Ensure store and parking lot is free of debris and loose items
- Properly document any broken or damaged items and obtain written permission from the store manager to dispose of any items.
- When needed answer customer's questions, helps customers locate merchandise, assist to carry large and bulky items upfront, and to customer's car, in an efficient and timely manner.
- Ensure all safety issues are addressed & immediately corrected
- Wear proper safety equipment
- Other duties assigned by MOD.
- Backup Cashier as needed.

Experience & Competencies

- 1-3 years Retail experience (home improvement sales a PLUS)
- Six months experience in a warehouse setting
- Intermediate Computer knowledge including MS Office Suite
- Basic math skills, use of cash register & calculator

- Good interpersonal skills along with excellent customer service skills & customer service focus
- Sense of community service & helping others
- Ability to work with little supervision & take responsibility for own actions
- Ethical Conduct
- Good attendance & punctuality a must

Work Environment & Physical Demands

This job operates in a retail warehouse environment.

This position is very active and requires use of tools, standing, walking, bending, kneeling, stooping, crouching, crawling, climbing and/or balancing all day. The employee must regularly be able to lift and/or move items up to 50 pounds. Occasional exposure to outside weather conditions (hot, humid, rain, and cold)

Expected Hours Of Work

ReStore schedule requires working on Saturdays. Exact schedule varies depending on need.

Required Education

High school diploma or GED

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

To apply for this position, please email your resume to:
bbaildon@houstonhabitat.org

Please include the title “warehouse” in the subject line.
No phone calls please.



Houston Habitat for Humanity is an Equal Employment Opportunity Employer