

## **JOB DESCRIPTION**

**YOUR JOB TITLE: HABISTORE WAREHOUSE ASSOCIATE**

**WHO YOU REPORT TO: ASSISTANT MANAGER**

**WAGE AND HOUR JOB TYPE: FULL-TIME/NON-EXEMPT**

**PROGRAM: HABISTORE**

### **OUR MISSION... AND HOW YOU FIT INTO IT**

Creating a more compassionate and just world, Habitat for Humanity Tucson brings people together to build homes, communities, and hope. Your role is to make the people in the Tucson community aware of Habitat for Humanity Tucson, our goal to make neighborhoods collaborative and safe, and to carry out a comprehensive and diverse community presence strategy of community awareness, stakeholder growth, and community activities. Your work will reflect the integration of the following:

#### **Job Duties Include:**

- Help Unload trucks upon return.
- Help Donors load and unload vehicles of donated/purchased items including furniture, appliances and other household goods.
- Serve as a backup to all HabiStore positions including Driver and Cashier.
- This position covers for the Donation Ambassador (Driver) when needed which include pickups within Tucson and surrounding areas.
- Answer customer and donor questions that donors may have about the mission of Habitat for Humanity Tucson.
- Manage and engage volunteers to give them a great experience
- Abide by all store policies and procedures
- Keep the store safe, organized, and clean.
- Other duties as assigned by Management.

#### **YOU ARE:**

##### **Education and Experience:**

High School Diploma/GED or equivalent, Associates degree preferred.

Experience in excellent customer service skills

Knowledge of POS and computers, including Microsoft Office

##### **Skills:**

Great customer service skills

Computer skills including POS system and Microsoft Office

Cashier job knowledge

Ability to drive a box truck

Ability to operate a fork lift and become certified

Ability to determine fair market values of used furniture, building supplies and appliances using the internet and other means.

### **OTHER NECESSITIES:**

Languages: Fluency in a second language, ideally Spanish, is desirable but not required.

License: Valid Arizona Driver's License and proof of clean driving record.

Travel: Pickups at businesses and donors' homes in Tucson and surrounding areas.

Working hours: The position is regarded as full time (40 hours a week). Additional hours may be required to perform the job. Must be able to work Weekends.

### **DESIGNATED SAFETY POSITIONS:**

HFHT has determined that any position that involves driving, maintaining and reporting vehicles, operating power tools, or operating any equipment that could cause injury, death or property damage or deals one on one with a client or customer is a "safety sensitive" position. Also, because our funding comes from a federal funding source, failure to enforce policies relating to drugs that are designated illegal by the federal government, could subject us to losing our funding.

It is imperative that an employee be able to safely perform the essential functions of his/her job at all times. Therefore, anyone testing positive for any illegal substance or abusing a prescribed medication or under the influence of alcohol or marijuana while engaging in a safety sensitive position is subject to discipline up to and including termination.

Employees holding "safety sensitive" positions are not protected from termination even if they have a medical marijuana card

### **AMERICANS WITH DISABILITY SPECIFICATIONS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the **essential functions**.

While performing the duties of this job, the employee is required to sit (20%), walk (50%) and stand (15%) and lift up to (15%). The employee must occasionally lift and/ or move up to 75 pounds, and up to 100 lbs with the help of a floor jack. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

While performing the duties of this job, the employee may be exposed to weather conditions. The job is based in a retail environment with interruptions. The noise level is usually loud.

The above statements are intended to describe the general nature and level of the work being performed by people assigned to this work. This is not an exhaustive list of all duties and

responsibilities. Habitat for Humanity, Tucson reserves the right to amend and change responsibilities to meet organizational needs as necessary.