

**Reports to:** Store Manager  
**Hours:** 20+ hours per week Tuesday - Saturday (Part time)  
**Status:** Non-Exempt

**Position Description:**

The Donation Associate's primary duties (pick up, receiving) are to pick up (residential and commercial) and receive donated merchandise, evaluate as to acceptability for sale, deliver to donation receiving area. Secondary responsibilities include customer service, cashiering when needed, and merchandising during open hours, as well as support to store Manager with operations responsibilities.

**Job Responsibilities:**

- Receive donated materials delivered to the store by donors
- Accompany driver to pick up donated materials at contractor's or residential donor's site
- Assist with merchandising or customer loading
- Communicate professionally and personably with all donors
- Exhibit attitude of respect for fellow workers, donors, customers and volunteers
- Provide excellent customer service to donors and customers, with occasional cashiering duties
- Complete paperwork record keeping of donated items
- Follow the highest ethical and professional standards
- Learn and adhere to all policies and procedures including safety standards
- Participate in required training

**Physical Requirements:**

- Lifting up to 50 pounds without assistance
- Bending, twisting, reaching, pushing, pulling, and performing repetitive motions
- Standing and walking for up to 8 hours/shift
- Moving merchandise with carts, dollies, hand trucks and other moving equipment

**Qualifications and Experience**

- Valid driving license and clean driving record preferred
- Energetic and able to meet physical demands of role
- Experience moving, packing, shipping or receiving a plus
- Demonstrated history as self-starter, reliable, dependable, responsible and professional employee
- Willingness to learn and support Mission of Nevada County Habitat for Humanity
- Foster and contribute to a positive team oriented work environment
- Experience driving larger delivery vehicles a plus
- Experience with home improvement and hardware merchandise a plus
- Knowledge and familiarity with region, community and neighborhoods a plus

**JOB SPECIFICATIONS**

- Education: High School diploma
- Computer: Computer literacy, email, internet search engines

To Apply: Provide your resume, or fill out our application. Form available at ReStore, or on our website: [www.nchabitat.org](http://www.nchabitat.org) "About Us" "Employment"

Email application or resume: [restoremanager@nchabitat.org](mailto:restoremanager@nchabitat.org)

Drop off or mail application or resume: *ReStore, 13259 Loma Rica Drive, Grass Valley, CA 95945*