



SKAGIT HABITAT FOR HUMANITY STORE WAREHOUSE/STORE ASSISTANT

POSITION: Warehouse/Store Assistant

SUMMARY: The Warehouse/Store Assistant helps the Warehouse Supervisor and Logistics Supervisor and Floor Supervisor as needed.

REPORTS TO: Store Manager

ESSENTIAL FUNCTIONS: Assists in completing the day-to-day operations of the Store in the following areas of responsibility

Administrative

- Ensures adherence to established safety and security practices and procedures
- Ensures adherence to established pricing and sales procedures

Finances

- Correctly prices incoming donations
- Maintains a secure warehouse with an emphasis on shrinkage prevention

Merchandising

- Assists in placing priced, cleaned merchandise on the floor
- Organizing and maintaining sales floor departments
- Assists customers on the floor by directing them to product or answering questions
- Assists in loading out merchandise

Team Work

Acts as a conduit between the warehouse (or receiving area) and sales floor by:

- Determining salability of donated items
- Assisting customers and/or assigning others to help customers with donations
- Ensures cleanliness and safe conditions throughout the warehouse and receiving areas and Store sales floor
- Greet and assist all customers coming and going into/out of the store.
Remember, YOU set the example

Donations

- Follows procedures in regards to product flow
- Ensures that ALL donors receive a donation slip and that the log book is properly filled out on EACH donation and by ALL of the receiving staff
- Maintains a clean, organized and efficient receiving bay

- Confirms that all products are clean and priced before bringing them to the sales floor
- Other duties, as assigned

Skills, Knowledge and Abilities

- Warehouse management experience and customer service skills
- Computer skills, including inventory control, point of sales, Excel, Word, and QuickBooks preferred
- Demonstrated ability to exercise tact and diplomacy in volunteer recruitment and retention, solicitations and community involvement
- Excellent communication skills
- Good problem-solving ability
- Good record of making and keeping all scheduled appointments. A willingness to attend after hour's meetings and events
- Ability to take directions and ensure staff compliance
- Ability to move up to 100 pounds, stand for prolonged periods of time, and walk on unimproved surfaces while accomplishing work tasks
- Must have a valid Driver's license and a good driving record
- Must submit to Background Checks and random drug screening
- Good personal hygiene, a fantastic attitude and an abundance of energy are a must for this position

Education

- An Associate Degree from an accredited college is preferred; experience of an equivalent level will be considered.