Updated 9/15/2022

**Job Description**

Position Title: Warehouse/Received Associate

Reports to: ReStore Manager

Direct Reports: **NONE**

Job Type: Full Time

Compensation: $13.00/hour

**Summary:**

**This position is to receive and unload donations from donors in our donation bay, take donations to the showroom, and help customers on the showroom floor.**

**DUTIES & RESPONSIBILITIES:**

* Unload donation from truck upon returning to the store
* Help unload donation from donors in bay
* Clean and sort donated items in our store
* Move items to sales floor/stock shelves
* Assist customers on the floor as needed
* Assist customers with carrying/moving purchased items outside the store
* Assist in keeping store and donation bay area clean and neat

**QUALIFICATIONS:**

* Ability to stand and walk a majority of the work shift
* Must be able to lift up to 50 pounds on a daily basis
* Ability to stand, squat, bend and climb in/out of a box truck
* 18 years of age or older
* Friendly, motivated, positive, courteous, and reliable
* Willing to learn processes and procedures

**BENEFITS:**

* Paid Time Off
* Quarterly Bonus Opportunities
* Set Schedule
* Health, Vision, Dental Coverage
* Life Insurance

**SCHEDULE:**

* Tuesdays: 9:00am – 5:30pm
* Wednesday – Saturday: 9:45am – 6:15pm

Employee Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

ReStore Manager: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_