



Position: ReStore Receiving Associate
Location: Campbell River, 1725B Willow Street
Reports to: General Manager
Status: Permanent Full Time

Are you looking to work with amazing and inspiring people from all backgrounds? Would you love to use your creativity and retail passion to make a difference? Are you an active person who thrives in a fast paced environment? Would your friends describe you as a people person? If you answered yes to the above, then the ReStore is the place for you! At Habitat for Humanity we do retail differently, it's a large part of our business and we're looking for people like you to help grow it.

What is a ReStore?

We are the social enterprise arm of Habitat for Humanity Vancouver Island North. ReStores sell new and gently-used donated renovation and household products to the general public at 50-80% off the original retail price. We're known for unique finds to perfectly complete any renovation or design project. One hundred percent of all administrative and fundraising costs are paid by the operation of our ReStores so that every dollar goes directly to home building.

Responsibilities:

- Unload ReStore vehicles and donor deliveries. Assess condition of incoming items and move to appropriate storage location or disposal. If the incoming item is not in sell-able condition, decline item in a polite, professional manner.
- Arrange the outside storage areas to best present the inventory and attach signage and pricing. Reorganize materials, when necessary, to maintain a tidy appearance and ensure accessibility of the goods for customers.
- Clean and do minor repairs to donated items and appliances to improve the chance of sale.
- Remove useful parts from appliances or machinery for separate sale. Salvage recyclable metal from machinery.
- Serve customers with information and promote the sale of stock. Prepare chits to bring to the cashier for payment; this position will not accept "any" payment for goods. Assist customers with the loading of purchased goods into vehicles.
- Train and direct volunteers in maintaining the yard and serving customers.
- Act as relief swamper/support for driver in pick-ups and deliveries.
- Operate the forklift when needed.



- Carry out any other tasks related to the ReStore operation as per the Manager's instructions.

Preferred Qualifications:

- 2-5+ years of Retail experience
- Physical ability to lift 50 lbs
- Excellent verbal and written English communication skills
- Organized individual with time management and prioritizing skills
- Knowledge of renovation and home décor products

How to Apply:

If you are passionate about social change and committed to making a difference in your community, we'd love to hear from you!

Please submit a cover letter and resume by December 2nd to ellie@habitatnorthisland.com

Habitat for Humanity is committed to creating a diverse environment and is proud to be an equal opportunity employer. We thank all applicants for their interest in Habitat for Humanity however only those selected for an interview will be contacted.