

Habitat for Humanity Windsor-Essex Job Posting

Job Description, Position: Restore Associate – Summer Student

Date Updated: June 2, 2017

SCOPE OF WORK: The scope of the Restore Associate position is to assist in the three key areas of the ReStore Operations. The three key areas are Delivery & Pickup, Product Testing & Placement, and Sales & Customer Service. The ReStore Associate – Summer Student may be assigned to focus in one of the three key areas. The Restore Associate – Summer Student is required to assist in any area of ReStore Operations. The ReStore Associate – Summer Student will be asked to assist in overall HFHWE operations beyond the ReStore as required.

REPORTS TO: The Restore Manager or designate

HOURS AND WAGES:

- The position is for 37.5 hours per week. It comprises five (5) 7.5 hour shifts with a one half hour unpaid lunch. The shifts will be scheduled between 9 am and 5 pm Monday to Saturday. The position pays \$11.40 per hour. This is a temporary contract position and does not offer a benefit package.

QUALIFICATIONS:

- The incumbent to this position will have a minimum of 2 years experience in retail, warehouse support, construction, appliance repair, or the equivalent.
- The incumbent must provide a clear criminal record with vulnerable persons search and clear driving abstract.
- Given the physical demands of the position, the incumbent is required to be physically fit, able to lift over 80 lbs, able to bend, squat, pull heavy loads with pump truck, climb in and out of trucks, and able to stand for long periods to time.
- The position requires exceptional people skills, accurate record-keeping and demonstrated willingness to work as a team player in a dynamic and challenging environment.
- Knowledge of carpentry, mechanical, electrical, plumbing would be considered an asset.
- First Aid certifications would be considered an asset.
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To be eligible, students must meet ALL of the following criteria:

- Be between 16 and 30 years of age at the start of the employment;
- Have been registered as full-time students in the previous academic year and intend to return to school on a full-time basis in the next academic year;
- Be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred.
- Be legally entitled to work in Canada.

DUTIES AND RESPONSIBILITIES:

Delivery & Pickup

- To deliver goods from the ReStore to parties in the community.
- To pick up goods from parties in the community to the ReStore.

Product Testing & Placement

- Under the direction of the ReStore Manager or designate evaluates, tests, cleans, prices and distributes merchandise within the store.
- To set up and maintain display areas.
- Assists with (re)merchandising of the ReStore.

Customer Service & Sales

- Given that Restore Associate – Summer Student is the first point of contact for many in the community as donated goods are collected, practices exceptional customer service skills.
- Is polite and respectful. Proactively approaches customers and offers assistance
- To operate the sales register.

Human Resources

- Adheres to all Habitat for Humanity Windsor-Essex Policies & Procedures.

Administration

- Assists in the scheduling and pickup of all donations to the ReStore.
- Undertakes such record keeping as may be required of normal ReStore operations.

Safety

- Maintains a safe working area through the parking lot, yard, product testing area, and all public areas of the ReStore operations.
- Follows all organization policies and procedures.

Additional Responsibilities

- To understand the mission and vision of Habitat for Humanity Windsor Essex Inc. and be able to communicate our purpose to volunteers and customers.
- To communicate effectively with people of diverse backgrounds.
- To help create an atmosphere within Habitat for Humanity Windsor Essex that encourages and fosters an open sharing of ideas and concerns.
- Undertakes such duties or responsibilities as may be assigned by the ReStore Manager or designate from time to time.

If interested, please send resume to:
administration@habitatwindsor.org.

Closing date is June 23, 2017

No phone calls please.