



Location: Casselberry ReStore

Mission: Seeking to put God's love into action, Habitat for Humanity brings people together to build homes, communities and hope.

Job Title	Back Dock Coordinator
Department	ReStore
Reports To	ReStore Manager
Employment Type	Employee
FLSA Status	Part Time - Non exempt
Date	8/17/2016

Job Description

Responsible for coordinating the flow of incoming donations and sold merchandise at the loading dock of the ReStore. Excellent customer service and organization is essential to maintaining a professional, functional area through which donors and customers are able to interact with in a smooth, convenient way. Back Dock Attendant is accountable for the daily oversight of the Loss Prevention department to ensure the safety and wellbeing of employees and company assets. The Back Dock Attendant must be able to express the Habitat for Humanity mission.

Responsibilities & Duties

1. Maintain back dock area, indoors and out, in a clean, organized manner
2. Exhibit excellent customer service while facilitating donor drop-offs
 - Coordinate the unloading process when the donation pickup vehicle returns to the ReStore
 - examine incoming donations, accounting for all donations on each days' schedule
 - ensure all merchandise is promptly priced and correctly positioned on the sales floor
3. Promptly remove sold merchandise from the sales floor and safely store in the sold area
4. Tend to customers arriving to pick up sold merchandise, ensuring the proper paperwork is in order and accounted for
5. Completion of all necessary forms (i.e. Donation Receipts and Daily Donation Inventory) throughout the day
6. Verify customers have the correct receipt for all merchandise being picked up from the ReStore
7. Report any suspicious activity or possible theft to ReStore Manager
8. Be a "Procurement Ambassador" – always alert to opportunities to gain donations for the ReStore while adhering to the criteria for donated materials
9. Supervise and delegate task to ReStore volunteers and community service workers.
10. Be willing to be cross-trained in all areas of the ReStore
11. Perform other duties as assigned

Skills

- Ability to lift 50+ lbs., stand, squat and lift on a regular basis
- Knowledge of furniture moving techniques helpful
- Dependable, motivated, and good problem-solving skills
- Ability to relate well to a variety of people
- Excellent customer service skills, friendly and outgoing personality
- Interest in working with a fast-paced nonprofit making a difference in our community

Required Education & Training

- High School Diploma or equivalent

Experience

- Retail, service, and/or moving experience helpful

Language Skills

Intermediate-Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

Mathematical Skills

Intermediate Skill-Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

Reasoning Ability

High Skill-Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Disclaimer

The above is intended to describe the general content of and requirements or the performance of this job. It is not to be construed as an exhaustive statement of essential functions, responsibilities or requirements.

Required drug screening, this position does NOT require periodic random re-screening in accordance with our drug free, vehicle and HR policies.

To Apply

Apply in person at our Casselberry ReStore during store hours.

Casselberry ReStore- 345 Semoran Blvd, Casselberry, FL