



## ***Donation Intake-Tradesman Volunteer Description***

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**SUPERVISOR:** ReStore Manager, Caln ReStore  
ReStore Manager, Kennett Square ReStore

**GENERAL SUMMARY:** The primary responsibility of the donation intake position is to screen donated product, assess the condition, and prep the donations for the sales floor.

**Detailed instructions are given at each new assignment. As the person becomes familiar with procedures, more unsupervised judgment and decision making duties are given. The work is subject to review as needed by the ReStore Manager and Volunteer Coordinator.**

### **RESPONSIBILITIES:**

- Inspect Donations Carefully.
- Clean incoming materials
- Test product
- Fix any product deemed “fixable”
- Organize and setup materials for sale in an orderly and appealing manner using warehouse material handling equipment as needed.
- Maintain orderly and clean work area.

### **QUALIFICATIONS**

- Must be flexible, enthusiastic, and willing to advocate the mission of Habitat for Humanity of Chester County.
- Must be able to lift 25+ lbs. with assistance.
- Must be comfortable with the use and operation of warehouse material handling equipment such as a hand truck or dolly.
- Demonstrated history of being a self-starter.

### **SCHEDULE**

- 6 month – 1 year commitment

### **DAILY DETAILS**

- Minimum 1 day per week for 4 hours. Store hours are Tuesday through Friday 9:00 am to 6:00 and Saturday 9:00 a.m. to 4:00 p.m.

### **TRAINING PROVIDED**

- On-site training is provided and consists of an orientation, review of the Volunteer Manual, and hands-on training in action. A follow-up buddy system can be provided upon request until no further assistance is needed. On-going supervisions and training will be provided as needed.

**BENEFITS TO VOLUNTEER:**

- Appreciation
- The opportunity to interact with a variety of different people
- Being part of Habitat for Humanity of Chester County's mission
- Being part of the Habitat for Humanity of Chester County ReStore's mission to support the construction of housing for low-income families by reusing, recycling, and selling building materials and furnishings donated by the community
- ReStore discount (30%) with a 4 hour per week minimum commitment  
(All new product must be on the showroom floor for at least 24 hours for discount to be honored.)