



Forest Grove Habitat for Humanity ReStore Customer Service / Donation Intake Position (s)

The Forest Grove Habitat for Humanity ReStore has 2 immediate openings for part time positions 25 hours per week Customer Service / Donation Intake / Truck Delivery person(s). The Forest Grove Habitat for Humanity ReStore is a retail home improvement store that accepts donations of various home improvement items and resells them to the general public at prices 50% or more under retail. The store is operated by West Tuality Habitat for Humanity as a fund raiser for their home building operation in the Forest Grove area. West Tuality Habitat and the Forest Grove ReStore are registered 501(3) c non - profit organizations

Position # 1.

The working days for this position are Tuesday 9 am to 4 pm, Wednesday 9 am to 2 pm, Thursday 9 am to 2 pm and Saturday 9am to 5 pm.

Position # 2

The working days for this position are Monday 9am to 1 pm, Tuesday 1 pm to 5 pm, Thursday 1 pm to 5 pm, Friday 12 pm to 5 pm and Saturday 9 am to 5 pm.

Compensation Package

Pay rate for this position is \$ 12.00 per hour.

40 hours sick leave per year.

There are currently no benefits available for this position.

Job Duties and Requirement

This positions requires good customer service skills in providing superior customer service to ReStore shoppers and donors. Job duties will include stocking merchandise, cleaning furniture, loading merchandise, cleaning of store facilities, receiving and processing donated items, loading and unloading merchandise on our delivery truck, assisting the delivery and pickup route drivers and other retail sales oriented activities. The ability to properly complete required job paper work is also required.

The ability to provide superior customer service with a smile is a key requirement of this position.

The ability to lift 50 pounds on a daily and recurring basis is a requirement of these positions.

An Insurable Drivers License is required for this position.

Punctual and on time start times is a requirement of this position.

The use of personal cell phones during work hours is NOT permitted. You may only use them during breaks and lunch times and only in areas not visible to the retail sales floor.

Application Instructions and Requirements

1. To apply for these position(s) you may download a job description and employment application at fgrestore.org OR stop by the ReStore at 3731 Pacific Avenue in Forest Grove and pick one up at the front counter. This recruitment will be open until the positions are filled.
2. You may either e mail the completed application back to dianemanager@fgrestore.org OR drop it off at the ReStore front counter during business hours of Monday through Saturday 9 am to 5 pm. DO NOT MAIL YOUR APPLICATION TO THE RESTORE.
3. If your application is selected to proceed to the interview portion of the process, you will be contacted by e mail and phone. Message only phone numbers will NOT be accepted.
4. A pre employment background check will be conducted on all applicants prior to a job placement offer.

*The Forest Grove ReStore / West Tuality Habitat for
Humanity is an equal opportunity employer*