



**Dubuque/Jackson Counties
Habitat for Humanity**

4949 Chavanelle Rd, Suite 3
Dubuque, IA 52002

Receiving Room Assistant (minimum 8 hours per month)

Responsibilities

- Reports to Donations Specialist and assists customers making donations
- Greet customers and donors in a professional manner and provide excellent customer service
- Uses judgement and store policies to determine whether to accept or reject items
- Offers a list of other organizations that may accept donations or provide disposal for items the ReStore cannot accept
- Helps unload items from donors' vehicles and donation truck into receiving area
- Helps move items to the processing room or disposal area as needed
- Occasionally answers phones and schedules donation drop-offs
- May help move sold items from sales floor to loading area
- Maintains tidy and safe working environment

Qualifications

- Must be able to lift up to 50 lbs. and safely team lift
- Ability or willingness to learn to operate a pallet jack, dolly, hand truck, and other equipment to move large, heavy, or bulky items
- Work in minimally heated/cooled area for extended periods of time and deal with temperature fluctuations
- Bend, stoop, stretch, stand for periods of time, and perform repetitive tasks regularly
- Climb stairs and use ladders
- Ability to follow written and oral instructions accurately
- Ability to work as a member of a team
- Ability to provide excellent customer service to donors