



Job Title: ReStore Receiving Lead  
Location: Lakes Area Habitat for Humanity ReStore  
Reports To: ReStore Manager  
Position Type: Full-Time  
Salary: \$18 - \$22 per hour-dependent on experience  
How to Apply: Submit your resume to: [hr@lakesareahabitat.org](mailto:hr@lakesareahabitat.org)

#### Position Purpose

The Receiving/Back Room Lead is responsible for managing the daily operations of the receiving area, ensuring efficient processing of donations, maintaining a safe and organized workspace, and upholding the mission and values of Lakes Area Habitat for Humanity ReStore. This position plays a key role in advancing the mission of Lakes Area Habitat for Humanity ReStore by creating a positive and efficient donation experience, supporting staff and volunteers, and ensuring an excellent customer experience.

#### Primary Duties and Responsibilities, but not limited to:

##### Receiving Room Operations

- Manage flow of donations in the receiving room, ensuring an organized and efficient process.
- Screen donations in accordance with ReStore guidelines, respectfully enforcing donation requirements.
- Load, unload, vehicles with donated product
- Clean, sort and price product
- Ability to assemble product shelving and build displays
- Stock product on the sales floor
- Ability to read directions and assemble products
- Manage recycling and disposal of unsellable items responsibly.

##### Employee Development

- Provide support to the ReStore Manager in the daily operations of the store.
- Lead, train, and mentor staff and volunteers on receiving sorting, cleaning donations.
- Foster a positive, inclusive, and mission-driven work environment.
- Effectively engage, train, and retain volunteers, ensuring they feel valued and supported.
- Work to meet store operational needs.

##### Customer & Donor Engagement

- Provide excellent customer service, ensuring a welcoming and respectful experience for all staff, shoppers, donors, and volunteers.
- Educate customers, donors and volunteers on the mission of Habitat for Humanity.
- Promote a culture of kindness, integrity, and professionalism in all interactions.

##### Employee Expectations – Ethics & Behavior

All employees are expected to uphold the values and mission of Lakes Area Habitat for Humanity ReStore through:

- Integrity & Honesty: Conducting all interactions with transparency, fairness, and respect.
- Accountability: Taking ownership of responsibilities and following through on commitments.
- Respect & Inclusion: Treating all individuals with dignity, regardless of background or circumstance.
- Teamwork & Collaboration: Working cooperatively with colleagues, volunteers, and donors to support a positive work environment.

- Excellence in Service: Striving to provide the best possible experience for staff, customers, donors, and volunteers.
- Safety & Responsibility: Adhering to all safety policies and maintaining a clean, organized, and hazard-free workspace.

#### Qualifications & Requirements

- Passion for the mission of Habitat for Humanity.
- Strong interpersonal and communication skills.
- Ability to lead, train, and support staff and volunteers effectively.
- Self-motivated and able to work both independently and as part of a team.
- Ability to lift up to 50 pounds and stand for extended periods.
- Experience with building materials or home improvement is a plus but not required.
- Ability to work with individuals from diverse backgrounds.

#### What We Offer:

- Health insurance
- STD, LTD, Life, and AD&D insurance
- 401(k) with employer 5% per pay period contribution
- Paid vacation and sick time
- 11 paid holidays