

**Habitat for Humanity of Northern Fox Valley ReStore  
Receiving Coordinator**

**Position: Receiving Coordinator**

**Reports to: ReStore Manager and Warehouse Supervisor**

**RESTORE ELGIN:** ReStore is a 40,000 square foot home improvement center that accepts donated goods from retailers, manufacturers, contractors and homeowners. Building supplies are then sold, at great prices, to the general public. The store's operations generate funds to support the Northern Fox Valley affiliate of Habitat for Humanity and its local building program.

**MISSION:** Generate revenue, meet budget and maintain profitability objectives in support of Habitat for Humanity of Northern Fox Valley ReStore operations through the procurement, management, and marketing of products. Through its efforts, ReStore facilitates recycling, minimizes landfill waste, provides low-cost home improvement materials to the public, and increases Habitat's visibility in the local community.

**Duties and Responsibilities**

Receive donated goods. Assist customers picking up purchased items. The Receiving Coordinator is an ambassador for Habitat for Humanity of Northern Fox Valley and is often making a first impression of the organization to donors, therefore a positive attitude is a must!

- Conducts themselves professionally. Has a clean and neat appearance, AND positive attitude.
- Clearly explains to donors items we accept. Is considerate to donors, especially those turned away due to type and condition of items.
- Follows policy and procedures in regard to customer holds, asking for prices and verifying receipts.
- Ensures the donors fill out the correct donor form and they receive a copy. Forms are turned in daily.
- Ensures the items being unloaded from or loaded onto vehicles are handled safely and securely.
- Ensures items received are separated and placed on the correct skid for processing.
- Assists with removing sold items off the sales floor and may help with set up of kitchen cabinets and other items.
- Monitors volunteers / community service. Ensures they deal with the public professionally. Trains them on correct handling of items, filling out donor forms, items on correct skids for processing. Makes sure they have work to do, and if not, seeks out supervisor for other tasks.
- Keeps front receiving clean and ensures it clear at the end of every night. Brings in left over free pile items at night for storage or oversees placing in dumpster.
- Follows instructions on marketing or customer relation activities (coupons etc)

**Qualifications:**

- Great people skills
- Ability to relate to and communicate well with donors.
- Knowledge of simple home improvement materials
- Capacity to load and unload trucks (residential materials and commercial pallet loads)
- Forklift license preferred
- Ability to lift 50-75 lbs consistently
- Ability to bend, kneel and "be on one's feet" the majority of their shift.