



Job Summary:

Warehouse/Receiver Primary responsibilities:

- Welcome customers/donors.
- Appropriately and courteously accept/decline customer's donations.
- Track drop off donations.
- Assist customer in handling and loading purchased product.
- Maintain and clean work areas, including out side yard.
- Ensure timely processing of donated product, including cleaning pricing and loading product in customer's vehicle.
- Complete regular checklist and equipment maintenance (including forklift propane etc.)
- Adhere to organizational policies, code of ethics, and confidentiality.
- Accurately record hours worked.

Purpose of position: To provide excellent customer service and advocate for Habitat for Humanity Okanagan.

Values:

- Integrity Doing the right thing (in a reliable way) or (even when no one is looking)
- Inclusion: Intentionally including other who might be otherwise excluded or marginalized.
- Respect: treating people in a positive manner that acknowledges them for who they are/or what they are doing.
- Human Dignity: An individual or groups sense of self respect and self worth physical and physiological integrity and empowerment.

Accountability: Reports directly to the ReStore manager.

Working conditions:

- Standing for long periods.
- Repetitive lifting of up to 50 lbs
- Working with the public and volunteers.
- Working in extreme weather conditions.

Required attire: ReStore logoed attire, steel toed footwear, name tag, gloves, safety equipment (as needed)

Knowledge/requirements:

- Good physical condition.
- Effective communication.
- Attention to safe lifting and safety practices.
- Strong interpersonal skills.
- Independent worker.
- Operating and lifting tools.
- Adapt to changing environment.

Apply with resume and cover letter to:

Neil Smith - **1793 Ross Road, West Kelowna, BC, V1Z 3E7**

or by **email:** neil.smith@hfhokanagan.ca with the subject "Receiver West Kelowna".