



**Habitat For Humanity of Butte County**  
✧ **WAREHOUSE CLERK** ✧  
**Job Description**

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**JOB TITLE:** Warehouse Associate

**FLSA STATUS:** Hourly/Non-Exempt

**GENERAL SUMMARY OF DUTIES:** The Warehouse Associate's main responsibilities are to greet customers, receive donations, process donations, organize the ReStore and maintain a neat and organized donation area.

**SUPERVISION RECEIVED/EXERCISED:** Reports directly to the Restore Supervisor

**TYPICAL PHYSICAL DEMANDS:** Essential and marginal functions may require maintaining physical condition necessary for lifting up to 75 lbs, lifting horizontally or vertically; climbing and crawling; working on slippery or uneven surfaces; ability to bend, stoop, kneel, crawl, walk, stand or sit for prolonged periods of time; near visual acuity to review written documentation; ability to hear and understand speech at normal room levels and on the telephone and manual dexterity to operate a telephone. Additionally the ability to push a wheeled cart with up to 150 lbs and team lifting items weighing up to 500 lbs.

**TYPICAL WORKING CONDITONS:** Warehouse environment without air-conditioning or central heat; frequent interaction with customers and the general public.

**DUTIES AND RESPONSIBILITIES:** (This list may not include all of the duties assigned)

- Receiving/refusing donations with excellent customer service
- Maintains knowledge of common prices, able to explain how items are priced
- Responsible for keeping the donation area and entry way clean and organized
- Maintains knowledge of store inventory to help increase sales
- Collaborates with the store supervisor to improve the ability of the store to sell items
- Works with volunteers to accomplish necessary tasks

**QUALIFICATIONS:**

**Education/Experience:** Equivalent to the completion of the twelfth grade and 1 – 2 years experience with customer service is preferred.

**Knowledge of:**

- Principles and procedures of warehousing operations.
- Health and safety regulations.
- Methods and techniques of loading and unloading materials.
- Principles and procedures of record keeping.
- Basic mathematical principles.

**Ability to:**

- Work effectively in a team environment.
- Identify obstacles in the way of efficiently and effectively selling products and collaborate with colleagues to develop solutions to such issues.
- Receive, inspect, and store goods and materials.
- Operate equipment as necessary for successful job performance.
- Understand and follow oral and written directions.
- Monitor inventory.
- Maintain physical condition appropriate to the performance of assigned duties and responsibilities.
- Work independently with minimal direction.
- Provide information and assistance to customers and other staff members in a helpful, courteous, and timely manner.
- Maintain confidentiality of privileged information obtained in the course of work.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Follow good health and safety principles and practices.

*This description is intended to provide only basic guidelines for meeting job requirements. Responsibilities, knowledge, skills, abilities and working conditions may change as need evolves.*