



Company Overview: At Habitat for Humanity of South Central New Jersey, Inc. (*HabitatSCNJ*), we are builders who work alongside, not for others. We are driven by accountability and defined by our belief that everyone deserves a decent place to live. HabitatSCNJ aims to support our mission of putting faith into action through partnering with families in need and volunteers to transform lives through decent and affordable housing. *For more information about HabitatSCNJ visit <https://www.HabitatSCNJ.org/>.*

Warehouse Associate

Job Classification: Non-Exempt

Hours: M-F (8am to 5pm). 40 hours per week.

Compensation: \$16.20 per hr.

Location: Egg Harbor Township, NJ

As a Warehouse Associate you will work as a team with ReStore management, warehouse supervisor, customer service associates and drivers to facilitate the completion of all store level tasks. This position requires lifting and moving large appliances, furniture, boxes, pallets and other goods from donor locations into the store and moving them around the store.

Primary Duties and Responsibility include but not limited to: -

Responsibilities

- Load/Unload donated items received via trailers, box trucks and non-commercial donors.
- Assemble donated furniture and other donated items that need to be constructed prior to going on the sales floor.
- Use dollies, forklift (*if certified*), hand trucks, pallet jacks to move donated and priced merchandise.
- Routine inventory counts on all goods in the Warehouse.
- Assess donations and price them based on ReStore's standardized pricing system guidelines.
- Create tags, print tags, laminate tags and restock tags as necessary.
- Complete daily organizational/cleaning task list as provided by the management.
- Cleaning out donation processing area and donation warehouse on a daily basis.
- Perform the following physical behaviors continuously throughout their shift: standing, walking, handling, reaching horizontally, reaching above the shoulder, grasping firmly and pushing buttons.



- Complete indoor housekeeping functions including cleaning, dusting, mopping and emptying trash in all areas of the store. Work with a variety of cleaning supplies and chemicals. Some functions will require the use of a ladder
- Use Personal Protective Equipment where necessary and follow all safety standards and regulations as per Employee Handbook.
- Complete other duties as assigned by warehouse supervisor/store management.

Requirements:

- High School or Associates degree in any field is preferred.
- 2 years plus years of experience in a similar role required.
- 1-3 years of customer service experience/warehouse experience is a plus.
- Knowledge of retail, sales, and warehouse operations is a plus.

Knowledge, Skills, and Abilities:

- Knowledge of retail sales and/or retail experience.
- Work is performed in a retail/warehouse environment.
- Ability to lift up to 50 pounds. (50+ with team lifts and use of appropriate equipment).
- Ability to spend the majority of the day in the warehouse
- Ability to spend majority of the day standing or moving about the warehouse. Work may require climbing ladders, considerable standing, lifting, bending, kneeling, and reaching.
- Forklift Certification is a plus. (Not required.)

Benefits: This position is eligible for medical, dental, vision, vacation, sick time, simple IRA, and holidays.

Employment: There is no minimum period of employment guaranteed or implied by acceptance of an employment offer. It is the policy of the company that even exempt positions are governed by the needs of the agency, which means that employment is for no specified term and either the company or the employee, may terminate that employment at any time.

EEO: *Habitat for Humanity of South Central New Jersey, Inc. is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.*