**Milwaukee Habitat for Humanity Job Description**

**Title: Deconstruction Donations Associate / Part-Time**

**Date Prepared: May 21th, 2018**

**Department: Deconstruction Services**

**Reports to: Deconstruction Services Manager**

**Position Overview:**

The position of Deconstruction Donations Associate reports directly to the Deconstruction Services Manager and works in concert with him/her to accomplish the mission and goals of Milwaukee Habitat for Humanity and Restores.

**Job Task and Responsibilities:**

The Deconstruction Donations Associate will travel with the Deconstruction Truck Driver to make donation pick-ups throughout the greater Milwaukee area in a timely, safe, and efficient manner. This position is a part-time role, 3 days a week this position should expect to be traveling in a truck making pickups. If this work is unavailable, this person will provide providing support to the East/West/South Store Manager, unloading donations, organizing, pricing, price-ticketing of donations; sorting and stripping recyclables; cleaning and repairing of items. Must have ability to lift up to 75 pounds consistently throughout a full working day.

Deconstructions Services Role (Reports to Deconstruction Manager):

* 3 days per week this position should expect to be assisting the Deconstruction Driver on a truck
* Maintains daily cleanliness of inside and outside of truck.
* Communicates with donors, volunteers and shoppers the mission of Habitat and current projects in the community.
* Provides great customer service
* Assists in loading and unloading truck in a safe and timely manner (including chocking wheels); accepts assignments from the Deconstruction Services Manager to train and work with volunteers. Understands restrictions, lifting and awareness of surroundings.
* Understands the importance of working safely and using the “Proper Lifting Technique”. See MHFH procedure – P/Policies and Procedures/ReStore/ReStore Proper Lifting Technique
* Ability to relate to a variety of people; flexibility to perform other tasks as assigned for smooth daily operations; excellent interpersonal and communication skills.

Store Staff Support Role (Reports to Store Manager, non-Deconstruction Days):

* Performs the above tasks and/or may also:
* Assist the Gifts in Kind staff with scheduling corporate and business donation pick-ups.
* Ability to works sales floor or cashier as needed
* Unloading donations, organizing, pricing, price-ticketing of donations; sorting and stripping recyclables; cleaning and repairing of items.

**Knowledge, Skills, Abilities and Personal Characteristics:**

Solid application of interpersonal and communication skills, internally and externally with groups and individuals.

Demonstrated ability in working with Associates in consistent, positive and safety conscious manner.

A history of successful adapting to rapid changing conditions with unexpected shift in priorities.

Ability to safety lift and position up to 75 pounds. Job could entail occasional bending, kneeling, and reaching often in awkward or tiring position. Bulk of time spent standing, walking or otherwise assisting customers.

Team building through positive and effective communications and strong interpersonal skills.

Initiative represented by “a sense of urgency” energy, enthusiasm, attention to detail and follow-up.

A relationship builder for cooperative, mutually beneficial and long term relationships.

Personal presence, projecting a professional image in speech and demeanor in interactions with others and multiple venues and scenarios.

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

**Requirement:**

I understand that as an employee of Milwaukee Habitat for Humanity that I may be called on to drive a Milwaukee Habitat vehicle. I agree to keep a copy of my driver’s license in my employee file and will notify Human Resources immediately if it becomes invalid for any reason. I understand that this is a qualification requirement which means that if my license is suspended for certain reasons (such as a DUI or other ticket that takes away driving privileges) that my employment could be terminated.

Employee Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_