



## Retail Product Prep Core Position Description

**Supervisor and Department:** ReStore Staff, ReStore Operations

### **Who You Are:**

You enjoy organizing. You're most comfortable in jeans and a t-shirt, don't mind getting a little dusty, value repurposing, and thrive in an energetic environment. You want to be a part of a group of like-minded people that share similar values and look for an organization that welcomes everyone to be a part of the mission. You are seeking an opportunity to be part of something larger; more impactful. If this sounds like you, please allow us to introduce ourselves.

### **Who we are:**

Habitat for Humanity of Metro Denver (Habitat Metro Denver) is part of a global, nonprofit housing organization that seeks to put God's love into action by bringing people together to build homes, communities, and hope. Habitat for Humanity was founded on the conviction that everyone needs an affordable, healthy and stable place to live in dignity and safety, and that affordable housing should be a matter of conscience and action for all.

To achieve our vision of a world where everyone has a decent place to live, Habitat Metro Denver builds, renovates and sells homes in partnership with low- and moderate-income families. The organization also works with existing low-income homeowners in formerly red-lined Denver neighborhoods to do critical home repairs. Throughout its 42-year history, Habitat Metro Denver has served more than 2,500 households and is the 8th largest producer in the Habitat U.S. network.

Habitat for Humanity's ReStores support Habitat's mission to build and preserve affordable homeownership opportunities in the Metro Denver area. The ReStores are home improvement outlets that sell donated building materials, home furnishings, appliances, and more at a discount to generate funds to support Habitat for Humanity.

### **How We Succeed Together:**

Habitat Metro Denver's **Cultural Blueprint** highlights the specific behaviors and mindsets that support our core values and guide day-to-day decisions, behaviors, and interactions of every person within our organization.





## Retail Product Prep Core Position Description

**Overview:** In addition to accepting donated goods, the ReStore also purchases goods directly from vendors, from liquidation sales, and other partnerships. The Retail Product Prep Core will provide focused attention to these items, including tagging, counting inventory, and preparing them for sale.

### Major Responsibilities:

- Become a Habitat for Humanity ambassador to our daily volunteers and community members by embracing our Cultural Blueprint
- Print tags, price, and prepare products for sale
- Check orders to ensure that the product received matches the order
- Manage inventory counts and stocking to keep product(s) consistently moving through the store
- Work with daily volunteers to prepare and organize product(s)

### Time Commitment:

- Core Volunteers commit to a minimum of 1 four-hour shift per week
- Shifts are flexible during store hours: Every day, 10 am – 6 pm

### Knowledge, Skills & Abilities:

- Ability to pass background check
- Previous retail experience preferred
- Has keen attention to detail
- Ability to remain organized

### Training:

- Habitat Volunteer Orientation
- Training on Shopify, the ReStore's point-of-sale and inventory system

**Location:** Denver ReStore – 70 Rio Grande Blvd, Denver, CO 80223

**Impact:** Purchased goods require additional attention to ensure that the correct product is received and that the product is successfully placed onto the sales floor. This Core Volunteer will provide key support by focusing solely on purchased goods, providing a more focused oversight to the products.

### Volunteer Benefits:

- ✓ Camaraderie with a welcoming team of staff and volunteers (including BBQ's/happy hours/formal recognition events)
- ✓ Habitat swag
- ✓ Discounts on select items at the 4 Metro Denver Habitat ReStores
- ✓ Develop professional skills and leadership skills
- ✓ Scholarship towards a week-long Habitat Denver Global Village Trip after one year of service