



**Assignment Title:** CORE ReStore Volunteer - Dock Assistant

**Supervisor:** ReStore staff

**Major Responsibilities:**

- Screen and unload donations, clean and price them before they go on the floor
- Keep the dock safe and clean
- Give donation receipts to donors
- Record donor zip codes
- Unload trucks and donations in an orderly fashion
- Lead daily volunteers
- Use proper radio etiquette
- Represent Habitat Metro Denver in a positive and professional manner
- Be informed and current with Habitat news, policies, and procedures

**Time Commitment:**

- Will work a designated shift time (11:00 AM-3:00 PM or 2:00 PM-6:00 PM Monday-Saturday, 10:00 AM-3:00 PM Sunday)

**Qualifications:**

- Ability to lift 50 lbs
- Customer service skills

**Training:**

- Dock Assistants will be trained on safety, pricing, and the moratorium

**Service location for training:**

- Littleton ReStore—7890 W Quincy Ave, Littleton, CO 80123

**Impact:**

- Dock Assistants engage positively with the community of staff, volunteers, customers, and donors to bring awareness and understanding about Habitat Metro Denver. CORE ReStore Volunteers are treated like staff members and enable our team to better serve the ReStore community.