



**Assignment Title:** ReStore Core Volunteer: Dock Assistant

**Supervisor:** ReStore staff

**Major Responsibilities:**

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

**Time Commitment:**

- Will work with volunteer team to determine schedule
- Core Volunteers commit to 15 hours or more per month

**Qualifications:**

- Ability to lift 25 – 50 lbs
- Customer service skills

**Training:**

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

**Service Location for training:**

- Volunteers will be placed at the ReStore most convenient to them
  - Denver ReStore
  - Littleton ReStore
  - Wheat Ridge ReStore
  - Aurora ReStore

**Impact:**

- Core Volunteers engage positively with the community of staff, volunteers, customers, and donors to bring awareness and understanding about Habitat for Humanity. All Core Volunteers serve in staff-like positions to enable the ReStore team to better serve the community.