



## ReStore Volunteers

**\*\* We need your help! \*\***

### What is ReStore?

**ReStore is a discount building material and tools store** operated by Greater Cleveland Habitat for Humanity in Cleveland's Slavic Village neighborhood (6920 Union Avenue). **ReStore reuses, recycles and resells functional building materials** that are in good condition, thereby diverting thousands of tons of usable materials from local landfills. The community gets affordable and sometimes unusual items for home improvement and renovations at deeply discounted prices.

### Inventory / Warehouse Clerk

#### **Position Description:**

Assist with inventory intake, storage, and pricing, 1 - 3 days per week.  
Sort and restock ReStore for Saturday business hours and assist with Saturday sales.  
Assist with maintaining product areas such as lighting, rough plumbing or electrical, HVAC, roofing, etc.

#### **Job Duties:**

- Receive, clean, sort, and prepare items for placement on the store floor
- Help ReStore manager to price newly donated items
- Assist customers during Saturday ReStore hours (9:00 AM – 1:00 PM)

### Truck Driver / Delivery Assistant

#### **Position Description:**

Drive ReStore truck to pick up donated materials on Thursdays. Additional days a plus (Tu, W).

#### **Job Duties:**

- Map pick-up route and make scheduled pick-ups
- Explain donation acceptance and exclusion policies as necessary
- Properly load and secure items on truck and complete donation paperwork

### Donations Assistant

#### **Position Description:**

Assist the ReStore Manager with expanding donor base by helping to make connections and encourage donations by residential material suppliers (i.e., hardware or specialty stores, manufacturers, etc.) and remodeling contractors

#### **Job Duties:**

- Initiate contacts with potential donors
- Manage and document correspondence and discussions with potential and existing donors
- Promote ReStore by phone and with hand-out materials, e-mail and web page
- May perform duties at Habitat office, or work from home

### Sales Volunteers for Saturday

#### **Position Description:**

Help work with ReStore customers (Sat., 8:30 AM – 1:30 PM). Minimum day per month commitment.

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Please contact the Volunteer Department 216-429-1299, ext. 226  
or talk to the ReStore Manager (Denise LeSuer), ext. 245.