



## **ReSTORE ASSOCIATE/WAREHOUSE – Aurora, IL**

### **Organization Description**

DuPage Habitat for Humanity is a locally run affiliate of Habitat for Humanity International, a nonprofit, ecumenical Christian housing organization. Habitat for Humanity's mission is "Seeking to put God's love into action, Habitat brings people together to build homes, community and hope." Our vision is a world where everyone has a decent place to live. We build homes that are sold to qualifying families with a price structure so that no more than 30% of their household income is used for their mortgage payment.

DuPage Habitat is in the midst of substantial growth and development. We are a midsized affiliate serving over 45 families per year and we have an aggressive growth plan that will continue to increase the number of families served throughout the foreseeable future. We are seeking to make a long-term impact on the supply of affordable housing in DuPage County and the lives of Habitat homeowners.

ReStores are thrift stores that sell used, over-stock, discontinued, and slightly damaged building materials, appliances and furniture with a primary goal to provide a revenue stream used to support the construction of homes for Habitat's housing ministry. An additional goal is to help the environment by repurposing household items and construction materials that would otherwise be thrown out and end up in a landfill. The concept was developed over 20 years ago but has experienced exceptional growth over the past 5 years. The collective revenue for all Habitat ReStores last year was \$350,000,000 and it is anticipated that within the next decade it will be a billion dollar business.

DHFH introduced first ReStore in a facility located in Addison in 2011 and is currently in the top 5% of performance for ReStores nationally. In late 2018, the Aurora ReStore started to integrate into DHFH operations as well. The ReStore is staffed with a combination of paid employees and volunteers.

### **Job Description**

This full time position is responsible for assisting the management team in the day-to-day operations of the Habitat ReStore. This individual will spend the majority of time performing physically demanding work with donated building materials.

### **Major Areas of Responsibility**

- Successfully complete daily tasks at the ReStore
- Serve as cashier
- Assist with the processing of materials.
- Assist with the back-room flow (e.g., monitoring the flow from drop-off and clean-up to pricing).
- Loading and unloading donations and pick-ups.
- Stocking product in store.
- Operate the forklift, truck and other ReStore equipment.
- Help maintain cleanliness and safety of the sales floor and other off-stage areas.
- Other duties as assigned.

### **Job Qualifications**

Required: Dedication to the philosophy and passion for the ministry of Habitat. Must represent Habitat favorably within the community, develop and maintain good relationships with volunteers and partners. 36-40 Hours/week – Tuesday-Sunday. Ability to work independently to complete projects. Willing to work

in a setting that is constantly physically demanding. Must possess a clean driving record, the ability to lift up to 70 pounds, and the ability to drive an 15-foot box truck (CDL license not required). Must have experience working independently and leading skilled and unskilled work groups.

Preferred: Familiarity with Habitat for Humanity and ReStore. 2+ years working in retail environment.

Responsible to: ReStore General Manager

Salary: \$12.00/hour

Apply: Please submit application via email to [jfessler@dupagehabitat.org](mailto:jfessler@dupagehabitat.org) or apply in person at the ReStore. We are an equal opportunity employer. No calls please.

**APPLICATION FOR EMPLOYMENT**  
**For Personnel use only**

Date of Application: \_\_\_\_\_

Last Name: \_\_\_\_\_

First: \_\_\_\_\_ MI: \_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Preferred telephone (daytime) : \_\_\_\_\_

E-mail address (if available): \_\_\_\_\_

An Equal Opportunity Employer: We are an equal opportunity employer, and we do not and will not discriminate on the basis of race, religion, national origin, sex, age, handicap, marital status, sexual orientation or status as a disabled veteran. Information provided on this application will not be used for any discriminatory purpose.

**EMPLOYMENT RECORD**

1) Last Or Present Company: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Phone number: \_\_\_\_\_

Description of Job Duties: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_ Phone number: \_\_\_\_\_

Dates worked: From \_\_\_\_\_ To \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

2) Last Or Present Company: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Phone number: \_\_\_\_\_

Description of Job Duties: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_ Phone number: \_\_\_\_\_

Dates worked: From \_\_\_\_\_ To \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

3) Last Or Present Company: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Phone number: \_\_\_\_\_

Description of Job Duties: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_ Phone number: \_\_\_\_\_

Dates worked: From \_\_\_\_\_ To \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

### **EDUCATIONAL HISTORY**

High School Name: \_\_\_\_\_ Location: \_\_\_\_\_

Graduated: Yes \_\_\_\_\_ No \_\_\_\_\_

College/Technical/Trade School Name: \_\_\_\_\_ Location: \_\_\_\_\_

Graduated: Yes \_\_\_\_\_ No \_\_\_\_\_ Degree: \_\_\_\_\_

### **MILITARY RECORD**

Branch of Service: \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

Present Military Affiliation: None \_\_\_\_\_ Reserve (active) \_\_\_\_\_ Reserve (inactive) \_\_\_\_\_

### **PROFESSIONAL/WORK REFERENCES**

List two past supervisors and one person who is not related to you who have knowledge of your qualifications for the position for which you are applying.

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

Title/Relationship: \_\_\_\_\_

Phone no. (include area code) \_\_\_\_\_

Occupation: \_\_\_\_\_

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

Title/Relationship: \_\_\_\_\_

Phone no. (include area code) \_\_\_\_\_

Occupation: \_\_\_\_\_

May We Contact Your Present Employer? Yes \_\_\_\_\_ No \_\_\_\_\_

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

I hereby certify that the answers and other information on this application are true and correct and that I understand any misrepresentation or omission of facts on my part will be justification for separation from the company's service, if employed. I understand that my employment may be contingent upon receipt of an alien registration number, verification of birth, and any other pertinent information bearing upon my employment, and that my continued employment depends upon the will of the company or myself.

\_\_\_\_\_  
Signature

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

Please email completed application to: [jfessler@dupagehabitat.org](mailto:jfessler@dupagehabitat.org) or drop off in person at the ReStore Tuesday-Saturday from 10am – 6pm

869 S. Rohlwing Rd, Unit A, Addison, IL 60101