



ReStore[®]

The word "ReStore" in a large, bold, blue, sans-serif font. The letter "o" is replaced by a green circular icon containing a white house silhouette.

Volunteer Orientation

Welcome!



The **Habitat ReStore** is located at **7612 S. Westnedge Ave., Portage**

 Habitat for Humanity®

ReStore®

Thank you for your interest in volunteering at the Habitat ReStore!

But... What is a **ReStore**?

Habitat ReStore sells new, used, and overstocked home improvement materials donated by manufacturers, stores, contractors, and individuals. These donated items are sold to the public at reduced prices.



The Habitat ReStore:

- Generates funds to help build Habitat homes.
 - Promotes recycling and keeps building materials out of landfills. For every \$1 in Habitat ReStore sales, an estimated 1.3 pounds of waste is kept out of local landfills!
 - Sells new and used home improvement materials at a discount, allowing our community members to affordably improve their homes.
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What do ReStore Volunteers Do?

- **Possible positions and duties**
 - Assist customers and donors
 - Schedule pick ups
 - Organize and price stock
 - Unload trucks and vehicles
 - Set up and clean displays
 - Store and ground maintenance
 - And much, much more...
 - **Every day in the ReStore is different! Be prepared to be flexible 😊**
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- **Check in at the beginning of your shift**
 - Sign in at the service desk (necessary for verification of service hours)
 - Check in with a supervisor Grab a nametag
 - Get a “To Do” List
 - **Check out before you leave**
 - Sign out at the desk
 - Check out and give your “To Do” list to a supervisor
 - Don’t forget to sign up for your next shift before you leave!
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- **General ReStore Guidelines**
 - No cell phones allowed while working.
 - No smoking is allowed in the store or within 50 feet of the building.
 - When you complete a task, ask for another one! There is always work to be done.
 - No alcohol, drugs or firearms are allowed at any time.
 - Anyone under the influence of alcohol or drugs will be asked to leave.
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Volunteering at the ReStore

- **Breaks and Lunch**

- No eating or drinking on the ReStore floor—use the break room.
 - One 30 minute break is allowed for lunch and one 15 minute break for each 4 hour shift.
 - You may bring your own lunch.
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- **General Life Guidelines**

- Keep a positive attitude – greet everyone with a smile and a hello.
 - Respect must be shown to others at all times.
 - Inappropriate comments, offensive jokes and language are unacceptable at all times.
 - Always thank others for their business, knowledge and help.
 - Remember—while you're volunteering at the ReStore, **you** represent Kalamazoo Valley Habitat for Humanity!
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Volunteering at the ReStore

- **Next Steps:**
 - Complete the Volunteer Orientation and Test if you haven't already.
 - Print and complete the Waiver and Release form.
 - Contact the Director of Volunteer Services to schedule your time at the ReStore: 269-344-2443, ext. 204.
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Kalamazoo Valley
Habitat
for Humanity®



Thank you for building homes, communities & hope!