

Volunteering at the Habitat for Humanity ReStore

Welcome and thank you for volunteering at the ReStore.

Here are some basic things that are good to know before you start.

Safety First!!!

- Stay at least 20ft away from the forklift while in use and listen to the driver to see if they need things moved. Don't ask the driver questions or move anything without being asked!
- **Ask for help.** Even when using equipment you may need assistance so don't be afraid to ask for help lifting, carrying, or figuring out the best way to do something.
- Remember there are hand trucks, dollies, and other ways to cart around heavy objects
- There is no rush. We like things done efficiently, but safely.
- Keep all aisles clear of trip hazards, stock heavy items on the floor, and make sure everything is put in a safe place. Unsure? Just Ask!
- Make sure you have filled out a waiver with your emergency contact information before beginning.

General Information:

- **This is a self help warehouse** so customers should not be asking for your assistance with their shopping. You may assist them if you feel comfortable and are not being depended on otherwise. Do not help if you do not feel comfortable.
- **Only employees** may drive the forklift
- **Only employees** and designated volunteers may o.k. donations or give prices, if asked about either simply direct the person to the nearest employee or cashier.
- **Only cashiers** at the register
- Please refrain from using cell phones or portable music devices while working.
- You are welcome to take lunch and/or breaks at your leisure, **just let us know before you go.**
- ReStore is firmly committed to providing a positive work environment free of discrimination and bias. Each volunteer is responsible for maintaining such a work environment. This includes covering tattoos that may be offensive and using respectful language.
- Feel free to make suggestions for making the store easier to shop in, such as a better way to display merchandise. We love to see initiative just please check with an employee before starting on something.
- **Please refrain from shopping and asking prices while volunteering.** Please sign out if you would like to shop like a regular customer.
- We greatly appreciate it if you can volunteer for a minimum of 3 hours at a time.
- We have a wood dumpster in the lumber yard, a large grey cardboard bin up front and a scrap metal bin in the far loading bay. Please try to separate as much as possible to be recycled. This helps our environment as well as our dumpster bills.

Please sign on your waiver that you have read and understand these guidelines