



Volunteering at the Habitat for Humanity ReStore

Welcome and thank you for volunteering at the Habitat ReStore. Here are some basic things that are good to know before you start.

Safety First!

- Stay at least 20ft away from forklifts while in use and listen to the drivers to see if they need things moved. Don't distract the drivers, and don't move anything without being asked!
- **Ask for help.** Even when using equipment to move things, you may need assistance. 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 work.

General Information:

- **This is a self-help warehouse.** Customers normally should not ask for your assistance with their shopping. However, you can assist them if you feel comfortable doing so and are not engaged in an assignment that requires your attention. Do not help if you are not comfortable.
- **Only employees** can drive the forklift.
- **Only employees** and designated volunteers can accept donations or give prices. If asked about either, simply direct the person to the nearest employee or cashier.
- **Only cashiers** can be 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.**
- The Habitat 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 to others and using respectful language.
- Feel free to offer suggestions for making the store easier to shop in, such as a better way to display merchandise. We love to see initiative, but please check with an employee before starting something.
- **Please refrain from shopping and asking prices while volunteering.** Please sign out if you would like to shop in the store.
- We greatly appreciate it if you can volunteer for a minimum of 3 hours at a time.
- We have a wood dumpster in the lumberyard, a large grey cardboard bin up front and a scrap metal bin in the far loading bay. Please try to separate material as much as possible and recycle it. Recycling helps our environment and reduces our dumpster bills.

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