

BACKROOM ASSOCIATE JOB DESCRIPTION

Join Habitat for Humanity and help build stronger communities—one donation at a time!

Our Naperville ReStore is looking for a dependable and energetic Backroom Associate to join our team. You'll play an important role in keeping our backroom organized, processing incoming donations and merchandise, supporting our donation door, and helping prepare products for both the sales floor and our online store.

This is a hands-on position that is ideal for someone who enjoys staying active, working with a team, and learning new skills. Warehouse, retail, or e-commerce experience is helpful, but we're willing to train the right person.

What You'll Do

Backroom & Warehouse

- Receive, unload, sort, and process incoming donations and merchandise.
- Move, organize, and safely store inventory in the backroom and warehouse.
- Prepare merchandise for the sales floor and assist with replenishment.
- Assist with shipping, receiving, deliveries, and product preparation.
- Use equipment such as pallet jacks, forklifts, and RF scanners as trained.
- Perform inventory counts and help maintain accurate stock records.
- Keep the backroom clean, organized, and safe.

E-Commerce

- Identify and select merchandise suitable for online sale.
- Photograph, research, measure, and create accurate product listings for e-commerce platforms.
- Enter product descriptions, pricing, dimensions, and other required information.
- Prepare and package sold items for shipment or customer pickup.
- Maintain organized e-commerce inventory and help ensure online listings accurately reflect available merchandise.
- Assist with fulfilling online orders and coordinating the movement of e-commerce merchandise.

Donation Door & Customer Support

- Assist donors at the donation door in a friendly, professional, and helpful manner.
- Safely unload and move donated items from vehicles into the ReStore.
- Help evaluate, sort, and direct donations according to ReStore guidelines.
- Provide donors with information about acceptable donations and ReStore programs.
- Thank donors and help create a positive donation experience.
- Assist customers and other team members as needed throughout the store.

Other Responsibilities

- Follow all safety procedures, including proper lifting and material-handling practices.
- Work collaboratively with ReStore team members to keep daily operations running efficiently.
- Maintain a clean, organized, and safe work environment.
- Perform other duties as assigned.

What We're Looking For

- Dependable, hardworking, and willing to learn.
- Previous warehouse, retail, material-handling, or e-commerce experience preferred but not required.
- Comfortable using computers and learning e-commerce platforms and other technology.
- Strong organizational skills and attention to detail.

Good communication and customer service skills.
Ability to work effectively as part of a team.
Basic math skills for counting and verifying inventory.
Ability to safely lift, move, and carry merchandise and materials throughout the workday.
Ability to operate or learn to operate material-handling equipment safely.
Bilingual or multilingual skills are a plus.

Why Work With Us?

At Habitat for Humanity, your work has a purpose. Revenue generated through our ReStores helps support Habitat's mission of building homes, communities, and hope. Every donation you process, item you sell, and online order you fulfill helps support affordable housing opportunities in our community.

If you're looking for a hands-on position that combines warehouse operations, customer service, and e-commerce while making a difference in your community, we'd love to hear from you!

Apply today by sending your resume to jobs@gohabitat.org and become part of the Habitat ReStore team!

Pay: \$16.00 per hour

Expected hours: No more than 37.0 per week

Benefits:

Employee discount
Paid time off

Work Location: In person, Naperville, IL