

CHARLOTTE COUNTY HABITAT FOR HUMANITY

Volunteer Opportunities in ReSale Stores

Thank you for volunteering in the Habitat ReSale Stores. We hope your time here will be rewarding and enjoyable. You may be asked to work in the sales area (which is air conditioned) and in the warehouse and receiving areas (which are not air conditioned). Please dress accordingly. Refrigeration is available if you would like to bring food or beverage. Tap water is available for drinking. If you want bottled water, please bring your own.

BASIC GUIDELINES

- You must have a current volunteer application on file with Habitat. "Current" means no more than 12 months old.
- For safety reasons you must wear closed-toed shoes (no flip flops, clogs, crocs, etc.).
- **Before starting each work day, you must sign-in on the Volunteer Hourly Time Log.** Please don't forget to sign-out before you leave.
- Breaks are allowed depending upon the hours you plan to work. If you go off premises for breaks you must sign-out. Please let staff know when you take your breaks and when you return.
- **Family Partner sweat equity and court-ordered time logs must be signed daily by store management.**
- Store hours are 9:00am-5:00pm Monday thru Saturday. Please schedule your volunteer hours with the Volunteer Coordinator (Brenda) - If you cannot keep your schedule, please call.
- When you are done using supplies and/or tools, please put the items back where you got them so the next person will know where to find them.
- Check with an employee if you need something from a restricted area. Restricted areas will be identified on your first day of work.
- When your assigned task is complete please see a staff member for your next assignment.
- Items cannot be removed from the receiving area until they are priced and showroom ready.
- Drink plenty of water, it is important to stay hydrated if you are working in the warehouse or receiving area.
- Please feel free to address any questions or issues to store management.

VOLUNTEER TASKS

The following is a list of tasks a volunteer may be directed to perform:

- Clean and organize items in the show room.
- Sweep and vacuum floors.
- Clean bathrooms (toilets, sinks, mirrors and floors).
- Move and rearrange furniture in the entire store (showroom, warehouse and receiving area).
- Help unload Habitat truck.
- Assist cashier when requested.
- Lawn maintenance and other outside work.

CUSTOMER INTERACTION

- Do not quote prices to customers.
- Find staff member to answer customer questions.
- Assist customers with loading furniture into their vehicle (Do not tie anything down).
- Accepting tips from a customer is **NOT** allowed.
- Do not take customers into the receiving area.

STORE RULES

- **No talking or texting on cell phone while working.**
- **Shopping is only permitted during your breaks or after your volunteer/sweat equity or community service hours. Holding goods is not permitted.**
- No alcohol or drugs on Habitat property; Smoking allowed in designated areas only.
- Sexual or racial harassment will not be tolerated.
- Inappropriate language of any kind will not be tolerated.
- No revealing tops or short shorts, or inappropriate slogans on t-shirts.

Thank you for supporting us in our mission to provide affordable homes to families in need!!

BRENDA GRAHAM • Volunteer Coordinator
(941) 639-3162 x410 • volunteers@charlottecountyhfh.org

RESALE STORE STAFF

VICKIE..... PRS Manager
TONY..... PRS Shipping & Receiving
DIANE..... PRS Cashier
COLLEEN..... PRS Cashier

VICKIE..... MRS Manager
MICHAEL..... MRS Assistant Manager
LEE..... MRS Shipping & Receiving
JOY..... MRS Cashier
LYNN..... MRS Cashier

VICKIE..... ERS Manager
LESLIE ERS Cashier
NORMA ERS Cashier

Store Hours – Monday-Saturday – 9:00am-5:00pm

Punta Gorda ReSale Store
1750 Manzana Avenue, PG
(941) 639-0586
(941) 205-7467

Murdock ReSale Store
1354 El Jobean Road, PC
(941) 206-2606

Englewood ReSale Store
3949 Access Road, Englewood
(941) 681-3600