



VOLUNTEER INFORMATION

The Habitat for Humanity ReStore sells new and used, overstocked and discontinued building and home improvement materials and furnishings donated by manufacturers, stores, contractors, businesses, and individuals. These donated items are sold to the public or used in the construction of Habitat homes. All profits from the Habitat ReStore help Habitat for Humanity build and repair homes in partnership with our qualified Habitat homeowners and the community.

The Habitat ReStore is located at:	7612 S. Westnedge Avenue in Portage, MI
The store is open to the public and volunteers:	Monday – Friday: 9:00 a.m. – 6:00 p.m.
	Saturday: 9:00 a.m. – 4:00 p.m.

Volunteer Opportunities

While every day brings new opportunities and tasks to be done at the Habitat ReStore, there are recurring chores and tasks for volunteers. These include:

Assisting customers	Merchandising and organizing stock
Cleaning the Habitat ReStore	Exterior maintenance
Cleaning and sorting donations	Loading and unloading vehicles

We are always looking for volunteers who would like to volunteer on a regular basis at the Habitat ReStore. Those individuals or small groups can work with ReStore staff to define specific, recurring volunteer job descriptions and schedules.

Contact: Michaelyn Denny at 269.344.2443, ext. 204 or vc@habitatkalamazoo.org, to complete volunteer orientation and schedule your first volunteer times at the Habitat ReStore.

Important Information

1. All Habitat ReStore volunteers must be at least 16 years of age and must be accompanied by an adult if under the age of 18.
2. All of the tools and equipment will be provided to Habitat ReStore volunteers.
3. If you are volunteering to fulfill a community service requirement, it is your responsibility to keep track of your hours. **Make sure you sign in and out on the master Habitat ReStore volunteer sheet AND have someone sign your personal sheet on the day you volunteer.**

For Your Safety

- **Please let us know of any allergies, physical limitations and/or special needs**
- Ask if you have doubts about doing anything.
- Don't leave tools or materials where they can fall or be tripped over.
- Stay clear of others when you are carrying materials.
- Make sure ladders are firmly anchored at the base.
- Complete one task before starting another.

General Habitat ReStore Guidelines

- No cell phones allowed while you are working.
- One 30 minute break is taken for lunch and one 15 minute break for each 4 hour shift.
- Do not eat or drink while on the ReStore floor. Use the break room.
- Notify a ReStore supervisor before you leave for a break or for the day.
- No smoking is allowed in the ReStore or within 50 feet of the building.
- When you complete a task, ask a supervisor for another one. There is always something to do!
- Do not solicit business, proselytize, or campaign.
- No alcohol, drugs, or firearms are allowed on any Habitat for Humanity site at any time.
- Anyone under the influence of alcohol or drugs will be asked to leave.
- Inappropriate comments, offensive jokes and language are unacceptable at all times.
- Respect must be shown to others at all times.
- Greet everyone with a smile and a hello.
- Always thank others for their business, knowledge, and help.

Dress Appropriately

- Clean and neat appearance is expected. You are in a retail store that serves the public.
- No hats or head coverings are allowed on the floor unless required for religious observance.
- No offensive slogans or pictures allowed on clothing.
- No one's underwear should be visible at any time.
- Wear closed toe shoes with sturdy soles. No sandals or open-toed shoes, please.
- Come dressed to work in clothes that you won't mind getting dirty.

ReStore Management has the right to:

- Ask any volunteer to leave at any time.
- Ask any volunteer not to return to the Habitat ReStore.

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