



Donation Attendant Position Description

Position: Donation Attendant

Reports to: ReStore Manager

Time Requirements: Part-time (18-20 hours weekly); Tuesday, Wednesday, and Thursday 10:00 a.m. to 4:00 p.m.

Salary: Starting at minimum wage

Benefits: Paid Time Off and Sick Time.

Organization Description

Midland County Habitat for Humanity is a local, independently operated affiliate of Habitat for Humanity in Midland, Michigan. It is a dynamic nonprofit organization that works to provide affordable homeownership opportunities and home repairs to low—to—moderate—income individuals and families in Midland County.

About the ReStore

The Midland County Habitat for Humanity ReStore is a nonprofit home improvement and donation center that supports Habitat’s mission of building affordable homes in our community. The ReStore sells new and gently used furniture, appliances, home décor, and building materials at a fraction of retail prices. Every purchase and donation helps keep usable items out of landfills and funds local Habitat homebuilding and repair projects.

Position Overview

Midland County Habitat for Humanity (MCHFH) is seeking an outgoing, results-oriented Donation Attendant who will receive, sort, and process incoming donations in a friendly, organized, and efficient manner. This position plays an essential role in ensuring that donated items are handled respectfully and that donors receive excellent customer service.

Primary Responsibilities

- Greet donors promptly and courteously as they arrive.
- Receive and unload donated goods safely from vehicles.
- Inspect and sort donations based on organization guidelines (e.g. household goods, furniture, electronics).
- Ensure the donation area is clean, organized, and free of safety hazards.
- Provide donation receipts and thank donors for their contributions.
- Move, lift, and stage items for further processing or display.
- Price and shelf items
- Assist with general upkeep of the donation area, including sweeping, organizing, and light cleaning.
- Follow all organization policies, including safety and confidentiality standards.

Qualifications

- Friendly, positive attitude with strong customer service skills.
- Ability to lift up to [e.g., 40–50 lbs] and stand for extended periods.
- Dependable, punctual, and able to work scheduled hours (Tues–Thurs, 10 a.m.–4 p.m.).
- Basic organizational and communication skills.
- Prior experience in retail, donations, or warehouse environments preferred but not required.

Work Environment

Work is performed in a donation receiving area, which may involve exposure to outdoor weather, dust, and varied donation materials. Proper safety gear and training will be provided.

Interested parties should send a resume, cover letter, and references to carson@midlandhabitat.org or mail them to 1703 S Saginaw Road, Midland, MI 48640.

For more information, please visit <https://midlandhabitat.org/about/#career>.

Prior to Hiring

Before extending a job offer, the prospective employee will be subject to a sex offender, criminal background, and driving record history check.

Equal Opportunity Employer

Midland County Habitat for Humanity is an equal opportunity employer and seeks to employ and assign the best-qualified personnel for all our positions in a manner that does not unlawfully discriminate against any person because of race, color, religion, gender, marital status, age, national origin, physical or mental disability, sexual orientation, veteran/reserve national guard status, or any other status or characteristic protected by law.

Safeguarding Policy

We are creating an inclusive, safe culture that provides a meaningful volunteer, employment, and homeownership/repair experience. MCHFH expects all employees, volunteers, and homeowners/repair to behave in a way that reinforces the organization's Christian mission and founding principles. MCHFH, therefore, prohibits any actions or conduct that may discriminate against or harass other employees, volunteers, and families served. MCHFH does not tolerate actions, words, jokes, or comments based on an individual's gender, sexual orientation, race, ethnic background, age, religion, physical condition, or other legally protected characteristics. Any comments or actions, therefore, that demean or are hurtful to people of a specific gender, sexual orientation, race, ethnic background, age, religion, or specific physical condition are prohibited. Any such conduct may result in disciplinary action, including immediate discharge and revocation of volunteer privileges.