



Job Title: Back Processor

Department: ReStore

Reports To: ReStore Manager

Prepared Date: 7/15/2026

FLSA Status: Part-time, Hourly

Pay Rate: \$17.50 per hour

A rate of \$18.00 will be offered to bilingual (fluent in both Spanish and English languages) applicants.

Habitat for Humanity is committed to building the Beloved Community (<https://www.habitat.org/beloved-community>) in the workplace. Please read more about our commitment and HFHSV as an equal opportunity employer on our website: www.stvrainhabitat.org/employment-opportunities

Position Summary

Habitat for Humanity of the St. Vrain Valley ReStore is seeking a Part-Time Back Processing & Driver Assistant to support daily warehouse operations, donation processing, and donation pickup/delivery services. This hands-on position assists with receiving, sorting, testing, pricing, and staging donated items while also helping the truck driver with loading, unloading, and transporting donations. The ideal candidate enjoys physical work, provides excellent customer service, and works well as part of a team. This position plays an important role in ensuring donations move efficiently from intake to the sales floor while supporting safe and successful donation pickups throughout the community.

Essential Duties and Responsibilities

Donation Processing & Warehouse Support

- Assist with receiving and unloading donated items from donors and delivery vehicles.
- Sort, clean, test, and stage donated merchandise for sale.
- Price items according to ReStore pricing guidelines.
- Move processed merchandise from the warehouse to the sales floor in a timely manner.
- Help maintain an organized and efficient processing system.
- Assist with the staging and movement of large or high-priority donations.



Driver & Logistics Support

- Assist the truck driver with scheduled donation pickups and deliveries.
- Safely load, secure, transport, and unload furniture, appliances, and building materials.
- Travel to donor homes and businesses as needed to collect donations or deliver purchased items.
- Ensure donations are handled carefully and efficiently during transport.
- Help maintain cleanliness and organization of the truck, loading areas, and warehouse.

Customer & Donor Service

- Greet donors and customers in a friendly and professional manner.
- Assist donors with unloading donations safely.
- Provide information regarding accepted donation items.
- Represent Habitat for Humanity's mission and values in all interactions.
- Help create a positive and welcoming experience for donors, customers, and volunteers.

Safety & Facility Maintenance

- Follow all ReStore and OSHA safety procedures.
- Use proper lifting techniques and safe material-handling practices.
- Maintain safe and clear traffic flow in donation and warehouse areas.
- Identify and report potential safety hazards.
- Help maintain cleanliness and organization throughout processing, warehouse, and donation areas.
- Ensure donation drop-off areas remain clean, safe, and accessible.

Store Support

- Assist sales floor staff with merchandise movement and stocking as needed.
- Support special donation drives, community events, and other ReStore activities.
- Perform other related duties as assigned.

Additional Responsibilities



This job description is not intended to be all-inclusive. Employees may be required to perform other duties as assigned to support the ongoing needs of the ReStore, including:

- Assisting colleagues and supporting other departments as needed.
- Participating in community events and special donation drives.
- Helping maintain a clean and safe workplace.
- Taking initiative to improve efficiency and operations.
- Adapting to changing priorities and workload demands.

Required Qualifications

- Ability to pass a background check.
- Strong customer service and communication skills.
- Ability to work effectively as part of a team.
- Dependable, punctual, and organized.
- Ability to regularly lift and carry 75+ pounds with assistance when needed.
- Ability to perform physical tasks including standing, bending, squatting, climbing in and out of trucks, and moving heavy items.
- Knowledge of or willingness to learn safe material handling practices.

Preferred Qualifications

- Experience in warehouse, retail, logistics, moving, or donation processing environments.
- Experience assisting with furniture and appliance moving.
- Familiarity with appliance testing and basic repair assessment.
- OSHA safety knowledge.
- Familiarity with the St. Vrain Valley area.
- Bilingual (Spanish/English) a plus.

If you feel you are qualified and wish to apply for this position:

Interested candidates should speak with Julie Gallegos at 303.682.2485, or submit a resume and cover letter to Julie Gallegos at jgallegos@stvrainhabitat.org. Please include "Back Processing" in the subject line. Applications will be reviewed on a rolling basis until the position is filled.