

## Job Description

### POSITION

Construction and Warehouse Intern

### POSITION PURPOSE

The Construction and Warehouse Intern position is an educational, hands-on job created to train individuals who are seeking to gain construction and warehouse experience at Habitat for Humanity East Central Ohio (HFHECO).

### WORK WEEK:

The Construction and Warehouse Intern is a part-time, non-exempt position with HFHECO. Interns will work 25-30 hours per week between the hours of 7am-3pm, Tuesday-Saturday.

### REQUIREMENTS

The Construction and Warehouse Intern must understand and appreciate the mission of HFHECO. Qualified candidates must also:

- Be between the ages of 16 and 24
- Be flexible to work on several different types of jobs
- Be able to work in a fast paced environment
- Have the ability to work well with others whether volunteers, partner families, or other staff members
- Be proactive, self-motivated, reliable, and enthusiastic
- Possess a strong desire to learn and ability to follow instructions
- Possess an absolute commitment to job safety
- Maintain a professional appearance and attitude at all times

### PRIMARY DUTIES AND CORE RESPONSIBILITIES

#### A. Construction

- Work with Habitat Project Managers on new construction and preserve-a-home projects
- Work closely with sub-contractors
- Work with and teach unskilled volunteers
- Keep worksites clean
- Help deliver materials to and from the worksites
- Perform worksite volunteer check-ins

#### B. Warehouse

- Receive materials/inventory/stock
- Prepare materials and tools for work day
- Work in conjunction with the construction department to provide supplies in a timely fashion
- Unload tools and materials, put away, and/or return excess materials into stock
- Perform inventory when needed
- Assist Warehouse Manager in tool maintenance
- General overall maintenance, cleanliness of building (e.g. organizing lunchroom, cleaning workshop)
- Help facilitate workshop volunteer experience
- Build garden sheds or other pre-fabricated items



C. Other

- Be a positive representative for the Habitat ministry
- Assist with marketing efforts (photography, content writing, etc)
- Fill in wherever needed in the ministry (ReStore, offices, etc)
- Other duties as assigned

**PHYSICAL DEMANDS**

The Construction and Warehouse Intern must be able to lift a minimum of 60 lbs. and have the ability to spend the majority of the day moving. Work may require bending, kneeling, navigating steps, and reaching in awkward and tiring positions.