



## Affordable Home Improvement Materials

### **Job Title: Customer Service Floor Associate**

Community Warehouse is a Christian-based non-profit provider of affordable home improvement materials to Milwaukee's under-resourced neighborhoods. We are seeking a qualified sales and customer service floor associate to help with our 15,000 sq. ft. retail location on 9<sup>th</sup> & Virginia. Associate will be primarily tasked with providing customer service including member assistance, displaying product effectively to maximize sales, member check-out, safety, and stocking product in a manner that is clean, neat, visible and accessible for our members. Secondary duties will also include receiving, pricing and warehousing of product. The associate will work under the direction of the Floor Supervisor.

### **Applicants need the following qualifications:**

- Bi-lingual in English and Spanish (spoken and written);
- Previous customer service experience in a retail environment (please submit a cover letter in English AND Spanish detailing your retail experience and your qualifications to work with us);
- Strong demonstrated work ethic;
- Desire to grow within our Community Warehouse as our services continue to expand;
- Demonstrated ability to understand the needs of an organization and to devise and execute the daily tasks required to satisfy those needs;
- Ability to continually transform our facility to reflect other best-in-class retail operations;
- Clear, accurate communications with staff, members, potential customers, donors and others;
- Creativity to utilize our limited resources to produce the member experience we need;
- Adequate capability to translate written documents between Spanish and English accurately;
- Ability to lift 50 pound items on a regular basis (testing or documentation may be required);
- Eligible to work in the United States.

### **Minimum Educational Requirement:**

- Post-secondary education a plus; minimum of a high school diploma, GED or HS Equivalency required.

### **Helpful Additional Qualifications**

- Lay or professional ministry experience a plus;
- Construction experience a plus;
- Forklift experience a plus;

Pay will be commensurate with experience. If you are interested in applying, please fill out our application, submit a résumé and both cover letters along with any additional information you feel will aid your candidacy.

**Offering hope and changing lives one household at a time.**

**521 S. 9<sup>th</sup> Street • Milwaukee, WI 53204 • 414-383-7792**  
**[www.thecommunitywarehouse.org](http://www.thecommunitywarehouse.org)**

**APPLICATION FOR EMPLOYMENT**  
**Community Warehouse**  
*An Equal Opportunity Employer*

<b>Date:</b>	<b>Position Desired:</b>	<b>Date Available:</b>
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**Applicant Information**

<b>Name:</b> <i>Last</i> _____ <i>First</i> _____ <i>Middle Initial</i> _____	<b>Social Security Number:</b>
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<b>Date of Birth:</b>	<b>Home Phone:</b>	<b>Alternate Phone:</b>	<b>Email:</b>
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<b>Current Address:</b> _____ <i>City:</i> _____ <i>State:</i> _____ <i>ZIP:</i> _____ <i>Apt. #</i> _____
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<b>Own</b> _____ <b>Rent</b> _____ <i>Please Circle</i>	<b>How long?</b> _____	<b>Previous Address (if less than 10 years at current address:)</b>
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<b>Are you 18 yrs or older?</b> <input type="checkbox"/> yes <input type="checkbox"/> no	<b>Are you a US Citizen?</b> <input type="checkbox"/> yes <input type="checkbox"/> no	If no, type of Visa held: _____ If no, Alien Registration #: _____
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<b>Do you have a Valid Driver's License?</b> <input type="checkbox"/> yes <input type="checkbox"/> no	<b>Means of Transportation:</b>	<b>Referral Source:</b> <input type="checkbox"/> Newspaper/other print ad <input type="checkbox"/> Friend <input type="checkbox"/> Self <input type="checkbox"/> Other: _____
<b>Have you ever been convicted of a crime other than a minor traffic violation? If yes, explain.</b> (This will not necessarily bar you from employment.) <input type="checkbox"/> yes <input type="checkbox"/> no		

**Education Information**

<b>Last year completed:</b> High School: <input type="checkbox"/> 9 <sup>th</sup> <input type="checkbox"/> 10 <sup>th</sup> <input type="checkbox"/> 11 <sup>th</sup> <input type="checkbox"/> 12 <sup>th</sup> <input type="checkbox"/> GED	College: <input type="checkbox"/> Associates <input type="checkbox"/> Bachelors Post College: <input type="checkbox"/> Masters <input type="checkbox"/> PhD
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School Type	Name & Location	Month/Year	Month/Year	Degree Received	Major Subject
High School					
College					
Graduate School					
Other					

**Recent Employment History**

<b>Current or Most Recent Employer:</b>	<b>Phone Number:</b>	<b>Start Date:</b>	<b>End Date:</b>	<b>Reason For Leaving:</b>
<b>Address:</b>	<b>Supervisor:</b>	<b>Starting Salary:</b>	<b>Ending Salary:</b>	
<b>Latest or Current Position/Responsibilities:</b>	<b>Starting Position/Responsibilities (if different):</b>		<b>May we contact?</b> <input type="checkbox"/> YES <input type="checkbox"/> NO	

Continued Employment History				
Past Employer:	Phone Number:	Start Date:	End Date:	Reason For Leaving:
Address:	Supervisor:	Starting Salary:	Ending Salary:	
Last Position/Responsibilities:	Starting Position/Responsibilities:		May we contact? <input type="checkbox"/> YES <input type="checkbox"/> NO	
Past Employer:	Phone Number:	Start Date:	End Date:	Reason For Leaving:
Address:	Supervisor:	Starting Salary:	Ending Salary:	
Last Position/Responsibilities:	Starting Position/Responsibilities:		May we contact? <input type="checkbox"/> YES <input type="checkbox"/> NO	
Other Job Related Activities & Skills				
Professional, Trade, Business or Civic Activities: (Inclusion of groups which indicate race, color, religion, national origin, age, sex, handicap or veteran status is voluntary.)				
Military Service:	Date Entered:	Date Separated:	Branch of Service:	Rank at Discharge:
Responsibilities:	<input type="checkbox"/> YES <input type="checkbox"/> NO Did you receive a DISHONORABLE discharge? If yes, explain. (This will not necessarily bar you from employment)			

**List any additional skills and abilities you have that you believe can benefit Community Warehouse:**

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References		
<i>(Provide names of former supervisors/individuals who are familiar with your work capabilities. List two instructors or mentors if you are a student.)</i>		
Name/Title:	Address:	Phone:
1.		
2.		

**READ CAREFULLY BEFORE SIGNING:**

The information I have given on this application is true and complete. I hereby give The Community Warehouse, Inc. the right to investigate my background and release from liability all persons or corporations supplying information. I certify that I am a U.S. citizen or that my presence and employment in the U.S. has been legally authorized by the U.S. Immigration and naturalization Service and I will maintain my legal immigrant or non-immigrant status. I understand that upon employment I will be required to verify my legal right to work in the U.S. If any misrepresentation has been made by me, any offer of employment may be withdrawn or subsequent employment may be terminated. A routine inquiry may be made on my general reputation, background, and personal characteristics.

As an at-will employee my employment can be terminated, with or without cause at any time at the discretion of either the company or myself. No management official other than the President of the company has authority to enter into any agreement contrary to the foregoing or make any oral assurance or promise of continued employment. I understand that if I agree to accept temporary positions there is no guarantee that I will be employed on a continuous basis.

As an Equal Opportunity Employer It is the policy and practice of The Community Warehouse, Inc. to recruit and select applicants on the basis of their qualifications and ability without regard to race, age, color, religion, nation of origin, sex, handicap or veteran status. Affirmative measures shall be applied by every means possible to make known to employees and potential applicants that equal employment opportunities are available at The Community Warehouse, Inc. If you are hired, this application will become a part of your official employment record.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Fax completed application to (414) 383-9397 or e-mail it to [info@thecompanywarehouse.org](mailto:info@thecompanywarehouse.org)