

JOB TITLE: ReStore Associate 1

REPORTS TO: ReStore Manager

STATUS: Non-Exempt, Part Time, 12 hours/week, \$16 an hour, includes some Saturdays

Please send resume to store@habitatpowhatan.org

No calls please.

ABOUT US:

Habitat for Humanity-Powhatan is a locally run affiliate of Habitat for Humanity International, a nonprofit housing organization. Habitat for Humanity brings people together to build homes, communities and hope. Our vision is a world where everyone has a decent place to live.

Habitat for Humanity is an Equal Opportunity Employer and does not discriminate against any employee or applicant for employment because of race, color, sex, age, national origin, religion, sexual orientation, gender identity, status as a veteran, basis of disability or any other federal, state or local protected class. Women, minorities and protected individuals such as those covered by Section 3 are encouraged to apply.

The ReStore, a social enterprise, works in support of Habitat for Humanity's mission. ReStores sell new and used household goods, tools, building supplies and more to help support the operations of our critical repair, home building/renovating and financial education/advocacy programs.

Additional benefits provided by ReStores are keeping items out of landfills, providing affordable goods to the community at large and creating employment/volunteer opportunities. Currently, there are approximately 1,000 ReStores spread throughout six countries.

SUMMARY JOB DESCRIPTION:

The ReStore Associate position is responsible for maximizing sales and providing excellent customer service while adhering to all organization standards, policies and procedures.

PRIMARY RESPONSIBILITIES:

Qualified candidates, under the direction of the ReStore Manager, should be able to perform the following duties.

- Provide excellent customer service experience ☺ Clean, price and display sales merchandise
- Perform opening and closing procedures
- Set up and break down sales display

Open and close register, guarantee integrity and accurate cash handling

Complete end of day reporting

Help restart and populate our online store to sell selected merchandise

Understand and adhere to all ReStore policies and procedures ☒ Support the ReStore's recycling efforts

Assist customers and donors in loading and unloading merchandise ☒ Answer ReStore telephone calls and voicemails

- Assist with general inquiries
- Screen donation inquiries

Effectively communicate the mission of Habitat ☒ Assist with special events as needed

KNOWLEDGE, SKILLS, ABILITIES:

Able to work with others to organize ever-changing inventory in existing space
Successfully complete a criminal background and national sex offender registry screening

Possess a valid Virginia's driver's license, a good driving record, and must be eligible for coverage under Habitat's vehicle insurance policy

Ability to work varied hours/days including weekends

PHYSICAL REQUIREMENTS NECESSARY TO PERFORM THIS JOB:

Bend, reach and stand for extended periods of time. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Repetitively lift and move 35 lbs.

Work in a warehouse-setting subject to dust/grime on donations and temperature changes

EDUCATION, EXPERIENCE:

High School diploma or equivalent One year retail sales experience

