



RESTORE ASSOCIATE JOB DESCRIPTION

****In Search of 1-2 Part-Time ReStore Associates****

Job Title: ReStore Associate

Reports to: ReStore Operations Manager or Manager on Duty

Status: Part-time, 8-15 hours per week

Pay: \$9.00-\$12.00/hour, based on experience

Work Hours: looking for individuals to work anywhere from 8-15 hours per week during the following hours: Tuesdays between 10:00-5:00, Wednesday-Friday between 10:00-6:00 and Saturdays between 8:30-5:00

Overview: Under the supervision and direction of the ReStore Operations Manager or Manager on Duty, the ReStore Associate is responsible for working on a team that carries out various operations in the ReStore. During any given shift the ReStore Associate can expect to clean, work the cash register, merchandise/price product, straighten the store and work in our donation drop-off center. The ReStore is a fast-paced environment and every workday will be different.

Primary Duties and Responsibilities

- Work the front entrance: monitor store capacity, make sure customers are wearing a mask and disinfect shopping carts as they are returned
- Greet customers and respond to their inquiries while they are shopping
- Operate the cash register to check customers out
- Prep and price merchandise for sale and assist with the display of items on the sales floor
- Screen, unload and provide donation receipts to all donors dropping off donations; this includes frequent lifting and moving of small, medium and large items varying in weight
- Assist in unloading the donation pick-up truck when it returns to the ReStore
- Provide excellent customer service to volunteers, customers and donors at all times
- Report any volunteer, customer or donor grievances to a manager the same day they occur
- Assist with opening and closing checklist items for the store
- Assist with completing our COVID-19 cleaning checklists to include cleaning duties such as: bathrooms, sweeping, mopping, cleaning windows, cleaning doors and other frequently touched surfaces
- Other duties as assigned

Desired Skills, Education & Experience

- High school diploma and at least 18 years old required
- 1+ years of experience working in a customer/volunteer focused or retail/sales environment
- Customer service oriented, hard worker, patient and a "people person"
- Ability to adapt to rapidly changing conditions when there are unexpected shifts in priorities
- Interest in working in a nonprofit resale environment where store profits are cycled back into Habitat Lakeside's affordable housing programs

Other Job Requirements and Work Environment and Conditions

- Pass a criminal background and sex offender registry check
- Must follow COVID-19 PPE requirements including wearing a face mask while at work
- Will perform store functions and assist with donation pick-ups and drop-offs and, therefore, must be comfortable and able to lift up to 50 pounds
- Our Mission: Seeking to put God's love into action, Habitat for Humanity brings people together to build homes, communities and hope. Applicants must be comfortable working for a Christian organization.
- Operating within the construction, retail and human services industries, applicants must be sensitive to the large diversity of people who will interact with our organization.
- Must be comfortable with extended periods of: standing, bending, squatting, lifting and repetitive motions while on the sales floor and in the warehouse/receiving area