



Every donation. Every purchase. Helps build homes.

ReStore Associate 2

Date: 3/15/2018

Status: part time/hourly (minimum availability of 25 hours a week)

Reports to: ReStore Assistant Manager

Performance Summary: The ReStore is a nonprofit home improvement store and donation center that sells new and gently used furniture, appliances, building materials and more to the public at discounted prices. ReStore associates are responsible for executing the day-to-day operations of this unique retail environment. The ideal candidate is self-motivated and highly adaptable. This employee must be a team player who possesses an others-first, can-do mindset and the ability to carry out daily assignments that may change abruptly. This is an opportunity for a positive, hardworking individual who wants to apply his/her efforts to support Habitat's mission of building homes, communities and hope.

Responsibilities:

- Execute all aspects of the daily retail operation including donation acceptance, processing/stocking merchandise, sales, POS, and loading/unloading merchandise
- Provide superior service to customers, volunteers and donors
- Adhere to and hold others accountable to safety protocol, policies and procedures
- Ensure consistent quality and cleanliness of merchandise and facility

Key Result Areas:

- Accuracy and efficiency
- Positive attitude and superior service
- Teamwork and cooperation
- Attendance and punctuality

Competencies:

- Able to lift up to 25 pounds, perform heavy manual tasks, stand or walk for a full work day, and be capable of performing outside duties under all weather conditions
- Strong interpersonal and problem-solving skills; self-motivated, adaptable, and detail oriented
- Able to take instruction and find answers to questions
- Effective communication, math, and language skills
- Professional attitude and appearance
- Operate/maintain iPad-based POS (cash register) with proficiency, good overall computer skills
- Able to work alongside staff/volunteers with a wide range of skills and abilities
- General knowledge of building materials and resale values are a plus

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