

ReStore Associate Job Description

Reports to: ReStore Manager

Employee Status: Non-exempt, hourly at 40 hours per week

The ReStore needs a new team member to help with all aspects of store operations. The ReStore is a division of Habitat for Humanity of the Greater Teton Area. The purpose of the ReStore is to generate revenue through the sale of donated furniture, building materials and household items to support Habitat's operations. Through its efforts, the ReStore facilitates recycling, minimizes landfill waste, provides low-cost home improvement items and increases Habitat's visibility in our community.

Responsibilities:

The ReStore Associate is responsible for helping customers, organizing the store, picking up and receiving donations. Specific responsibilities include:

- Assist customers with locating, measuring and loading purchases.
- Act as a positive customer service representative and create a friendly, helpful atmosphere.
- Evaluate donations for salability.
- Operate cash register, record and be accountable for all sales transactions.
- Drive Habitat for Humanity vehicles to pick up donated goods.
- Schedule pickups and deliveries.
- Process cash, credit card and check transactions, following established procedures for each type of sale.
- Answer telephone and provide ReStore information, directions, meeting the caller's needs.
- Occasionally supervise community service workers.
- Coordinate/cooperate with volunteers, making their experience meaningful.
- Load donations and help unload when necessary.
- Attend to ReStore housekeeping as needed.
- Perform all other duties and tasks as assigned.

Qualifications / Physical Requirements:

- Good customer service skills.
- Must be able to lift 75 pounds. Work may require climbing ladders, considerable standing, bending, kneeling and reaching, in awkward and tiring positions.
- Must have basic computer skills, including Word, Excel, email and Facebook.
- Must be fluent in English. Bilingual Spanish and English is a plus.
- Knowledge of building materials and/or retail experience is helpful.
- Must have a driver's license and maintain a good driving record.

This is a full time position starting at \$13.00/hour that offers health and retirement benefits. There is room for growth in this position and we are looking to hire a long term member of the team.