ReStore Associate Position Description

As part of a dynamic team, you will be involved in all aspects of our ReStore retail operation. Responsibilities include customer service, supervising volunteer activities, receiving and processing of donations, cashiering, displaying, and stocking of merchandise, and other duties as assigned.

Reports to: Restore Management Team
Employee Status: Full time Non-Exempt, 40 hours per week, Tuesday – Saturday; Saturday required, eligible for benefits – or Part time Non-Exempt, maximum of 20 hours per week, Tuesday – Saturday, not eligible for benefits.

General Duties
• Provide excellent customer service to our donors, customers and volunteers
• Process incoming donations
• Stock inventory and prepare merchandise displays
• Assist customers in the sale of merchandise
• Work the cash register and follow all cash control policies
• Train, lead, and provide support for volunteers in any and all of the above
• Follow all policies and procedures for sales and for the safe handling and display of merchandise
• Other duties as assigned

Required Skills/Experience
• Positive attitude, with high energy level
• Understanding of and enthusiasm for Habitat’s mission
• Excellent customer service and communication skills
• Ability to thrive in a fast paced, ever changing environment
• Willingness and ability to work in warehouse conditions including, heat, cold, and dust
• Must be able to bend, kneel, and stand for extended periods of time
• Ability to lift 50 lbs and stand for long periods of time
• Ability to handle cash, credit and other transactions
• Ability to work collaboratively as well as independently
• Strong organizational and time management skills

Other Requirements
• Valid driver license with a clean driving record
• High School diploma or equivalent
• Experience in retail, restaurant/hospitality field, marketing, sales, or construction, or a combination of experience and education/training in at least some of these areas is required.
• Must pass criminal background check and PA child abuse clearance
Note:

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of the position. All employees may have other duties assigned at any time.

We are an equal opportunity employer. Applications are considered for positions without regard to veteran status, uniformed service member status, race, color, religion, sex, sexual orientation, physical or mental disability, genetic information or any other category protected by applicable federal, state or local laws.

Competitive Benefits Include: Group health, dental and vision insurance, short term disability, life insurance, access to; as well as 20 days paid time annually. Salary: $15-17 hourly based on experience

Please include an updated resume with your application. Please submit applications to development@habitatmontdelco.org with the position title as the subject. Habitat for Humanity of Montgomery and Delaware Counties is an Equal Opportunity Employer and we’re committed to diversity and equal opportunity in our recruitment and hiring. Qualified candidates of all backgrounds are welcome and encouraged to apply for this position.

Habitat for Humanity Montgomery and Delaware Counties 533 Foundry Rd., Norristown, PA 19403 - habitatmontdelco.org - (610) 278-7710