

Sisters Habitat for Humanity
ReStore Assistant
Job Description

Reports to: ReStore Manager
Hours: Saturday 9 a.m. – 5 p.m.
Sunday Noon - 4 p.m.

Starting Pay: \$12

Qualifications:

- Ability to regularly lift 50 + pounds
- Experience operating a cash register a plus
- Ability to work independently
- Ability to work well with a diverse group of people
- Experience working with volunteers, or volunteer groups, a plus
- Courteous customer service skills

Work Environment/Physical Demands:

This job operates in an open, warehouse retail environment and outdoors as well. The position is very active and requires standing, walking, bending, kneeling, stooping and crouching all day. The employee must frequently lift, move and/or load items more than 50 pounds.

Responsibilities:

Primary duties include moving furniture and cashiering. The ReStore Assistant assists with daily operations in the ReStore in accordance with the direction given by the ReStore Manager. The Store Assistant must follow all store policies and guidelines. Other duties include but are not limited to the following: Greet donors and inspect donations; accept items that meet guidelines and tactfully decline those that do not meet standards. Clean and price donations; place priced items on sales floor. Greet and assist customers in the store, including loading, measuring and answering questions. Cashier when needed.

1) Inventory

- A. Accept appropriate, saleable donated materials.
- B. Ensure that both the quality and amount of floor inventory is maximized.
- C. Ensure that inventory is cleaned and priced before it is displayed for sale.

2) Merchandising

- A. Ensure that inventory is displayed in a logical and organized way that encourages customers to make purchases.
- B. Ensure that inventory is displayed in such a way that is neat, tidy and safe.

3) Volunteers

- A. Work as a team with volunteers to ensure the ReStore operations run smoothly.
- B. Be supportive and appreciative of volunteers and their efforts.

4) Inventory Contributors

- A. Ensure that donors receive receipts for their contribution.
- B. Let Store Manager know of any major donations.

5) Administrative Structure

- A. Communicate any concerns to the Store Manager.

6) Facility Management

- A. Ensure that all city, state and federal regulations with regard to the Stores are being met.
- B. Ensure the safety of volunteers and customers
- C. Ensure the safety of inventory from theft or destruction.
- D. Take safety courses and tests as recommended by the Safety and Loss Prevention Manager.