

## Habitat for Humanity of Southern Ocean County

### Job Description for: ReStore Associate

Reports to: ReStore Manager

This position assists the Manager in the daily operational functions of Habitat for Humanity of Southern Ocean County ReStore, including various administrative, merchandise, and customer service related tasks. The position also entails a working knowledge of the affiliate's mission and the role of the ReStore.

Approximately 18-20 hours per week - Tuesday - Saturday 9:00-4:00 with some flexibility. Saturdays are required.

Responsibilities include, but are not limited to:

- Uphold the Mission and Values of Habitat for Humanity of Southern Ocean County
- Support an environment where volunteers are productively engaged in the organization's work

#### Customer Service

- Provide prompt and courteous customer service
- Operate the cash register, bag merchandise, and make/provide change for purchases
- Answer telephone and provide store information, directions, etc. to callers

#### Donation Management

- Review and schedule donation pick-ups
- Assess drop-offs per guidelines and for saleability
- Determine viability of merchandise from donors at time of pick-up
- Loading/unloading of donations, purchases and deliveries
- Research antique and unique items for accurate pricing
- Ensuring all items are clean and properly priced.
- Load and unload all deliveries
- Assist ReStore customers in loading/unloading donations or purchases
- Alert ReStore manager to any Restore truck maintenance issues
- Operate ReStore vehicles in proper and professional manner
- Issue accurate donation receipts
- Minor ReStore maintenance
- Other duties as assigned

#### Education & Required Skills

- High School Diploma or GED;
- One year retail or related experience
- Proficient computer and problem-solving skill
- Self-motivated reliable and enthusiastic
- Enjoy working with people from diverse backgrounds and age groups
- Excellent communication skills
- Commitment to safe working environment
- Ability to perform most tasks in the absence of manager, staff or volunteers.
- Ability to work in a fast paced team environment
- Possess a valid driver's license, reliable transportation and proof of insurance as designated by state regulation



## **Work Environment**

The physical demands described here are representative of those that must be met by an employee successfully to perform the essential functions of this job. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. The list of requirements, duties and qualifications is not exhaustive but is merely the most accurate for the current job.

While performing the duties of this job the employee is required to stand and walk on cement floors for extended periods of time.

Able to drive various organizational vehicles

Able to stand on concrete floors, bend, reach, lift, climb in and out of trucks and commercial vehicles, climb on and off- loading docks throughout each work day

Able to lift, walk with, climb up and down stairs and loading ramps and docks, and load onto trucks, shelves and displays, 50-75 lbs. of boxed and loose material, furniture, appliances and building materials

Able to cooperatively lift and load furniture, appliances and building materials weighing 100-150 lbs.

Management reserves the right to revise the job description and to require that other tasks be performed when the circumstances of the job change (for example, emergencies and changes in personnel, workload or technical development.)

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