

JOB DESCRIPTION

ReStore Associate

Pikes Peak Habitat for Humanity, Colorado Springs (PPHFH)

Reports to: Sales Manager

Description: This position will assist in sales, donations and receiving. Providing customer service to all customers, donors, volunteers and staff. Assist donations drivers in picking up donations and returning to the ReStore. Assisting in quality control on processing merchandise through Receiving section.

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

Responsibilities:

1. General Duties (Sales, Donations, Receiving)

- Screen for product usability.
- Customer service orientated.
- Stocking and merchandising store displays and shelves.
- Price merchandise as needed.
- Load and unload donated product.
- Assist donation drivers to pick-up and then deliver donated goods back to the ReStore.
- Answer telephone and provide ReStore information, directions, meetings the caller's needs.
- Maintain an effective working relationship with ReStore staff, volunteers, Habitat homeowners and ReStore customers.
- Operate forklift.
- Other duties as assigned by the Sales Manager or designated manager.

2. Required Skills/Experience

- Knowledge of Habitat for Humanity ReStore's mission.
- Must be a good listener and be able to engage in well-considered discussions.
- Must be willing to understand the big picture of the HFH/ReStore ministry.
- Must pass Criminal Background Check and Sexual Offender Check.
- Ability to lift 75 pounds.
- Work may require considerable standing, bending, kneeling and reaching in awkward and tiring positions.
- High school diploma or equivalent.
- Must have a valid driver's license and maintain good driving record.