



**POSITION DESCRIPTION**

<b>Title: ReStore Associate – Sales</b>	<b>Employment Status: Full Time, At-Will</b>
<b>Department: ReStore</b>	<b>FLSA Status: Non-Exempt</b>
<b>Reports to: ReStore Sales Manager</b>	<b>Supervises: Volunteers</b>

**MISSION:**

*“Seeking to put God’s love into action, Pikes Peak Habitat for Humanity brings people together to build homes, communities, and hope.”*

**GENERAL DESCRIPTION:**

This position is responsible for providing customer service to all customers and donors in the ReStore. This person also provides education and assistance to customers throughout the store and works to properly merchandise the store.

**CORE RESPONSIBILITIES:**

- Uphold the store and customer service policies, guidelines, and procedures.
- Ensure consistent and efficient store operations to provide an enjoyable customer experience.
- Assist customers through the purchase process, possibly coordinating the pick-up of sold merchandise with the sales team.
- Assist donors in dropping off their donation, filling out paperwork, and thanking them.
- Notify managers when needing customer support.
- Stocking and merchandising store displays and shelves.
- Removing damaged or incomplete items, cleaning displays as necessary and arranging remaining items attractively and compactly in preparation for new product.
- Price merchandise on the sales floor and make sure all merchandise is priced.
- Other duties as assigned.

**KNOWLEDGE, SKILLS, ABILITIES:**

- Knowledge of Pikes Peak Habitat for Humanity’s mission and vision.
- Has a clear understanding of the big picture of the ReStore and its part in the mission.
- Must pass a Criminal Background check and Sexual Offender check.
- Must be a good listener and able to engage customers in a friendly and helpful manner.
- Customer service and sales experience preferred.

**EDUCATION, EXPERIENCE:**

- High school diploma or general education degree (GED) required.

**PHYSICAL REQUIREMENTS NECESSARY TO PERFORM THIS JOB:**

- Ability to adequately traverse a retail store; lifting /carrying minimum of 50 lbs. frequently; plus, bending, twisting, reaching or other similar activities as required.
- Ability to drive a box truck and forklift vehicle.

**WORK ENVIRONMENT:**

- Majority of day working in a retail store environment.
- Individuals in this position will generally work indoors, but while performing the duties of this job, the employee may periodically be required to work outdoors and would be exposed to weather conditions prevalent at the time.
- The noise level in the work environment is usually moderate.

**EQUAL EMPLOYMENT OPPORTUNITY:**

Pikes Peak Habitat for Humanity complies with all applicable Equal Employment Opportunity laws. Employment decisions are made without regard to race (including characteristics associated with race such as hair texture, hair type, and protective hairstyles), color, religion, sex, sexual orientation, gender identity, transgender status, national origin, disability, pregnancy, age (40 or older), genetic information (including family medical history), marital status, military status, lawful conduct outside of work, membership or non-membership in a labor organization, or status in any other group protected by federal, state or local law.

**COMPENSATION AND BENEFITS:**

- The hiring range for this position is projected to \$14-\$16 per hour depending on experience.
- All full-time Pikes Peak Habitat for Humanity employees are eligible for the following employee benefits:
  - Medical/Life/Dental/Vision Insurance/401(k) Retirement Program with employer match up to 4%/Accrued Vacation and Sick hours/Paid holidays.

**JOB STATUS:**

- A Motor Vehicle Report (MVR) will be run periodically for hiring and insurance purposes.
- Valid driver's license and ability to be insured under the company's insurance policy is a prerequisite
- FLSA Classification: This position is non-exempt according to guidelines of the Fair Labor Standards Act and, as such, an individual in this position is eligible to receive overtime pay.
- This position is full-time in nature. An individual in this position will regularly work a schedule consisting of 40 hours per week. The ReStore is open Monday – Saturday 9am-5pm. Most staff will be required to work Saturdays.

**APPLICATION TIMELINE & INSTRUCTIONS:**

- Position will remain open until filled
- Apply on our website at [pikespeakhabitat.org/employment](https://pikespeakhabitat.org/employment)
- Upload C.V./Resume
- Upload cover letter explaining how you meet/exceed the position's preferred levels of education and experience contained within this job description

**NO PHONE CALLS, EMAILS OR PERSONAL INQUIRIES**