

ReStore Associate, Part-Time

Department: ReStore

Location: 826 E Williams Street Apex NC 27502

Supervisor: ReStore Manager

SUMMARY:

Reporting to the ReStore Manager, the Part Time ReStore Associate (PTRA) will assist with day to day operations of the store sales floor and receiving and processing of donations in the back room. The PTRA will be expected to leverage available volunteers to accomplish daily tasks in an efficient manner. In addition, the PTRA will be responsible for store projects that will be assigned to her/him as needed within the store and must provide excellent customer service to donors in the back, customers on the sales floor, and to regular volunteers.

This is a paid part-time hourly (non-exempt) position reporting directly to the ReStore Manager. The ReStore operates Monday – Saturday and the PTRA will average 24 hrs/wk. Saturdays will be required.

ESSENTIAL FUNCTIONS:

- Coordinate the flow of donated materials to the store sales floor
- Evaluate condition/price of incoming merchandise, including furniture, cabinets, and lawn equipment
- Maintain proper merchandise placement throughout the store
- Assist customers with purchasing merchandise
- Operate the cash register
- Assist customers with loading out purchases
- To learn about Habitat for Humanity of Wake County and the ReStore, and be able to communicate our mission and purpose to volunteers and customers.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

- A strong belief in the organization's mission, goals and accomplishments

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- Excellent customer service etiquette and attitude
- Energized in an atmosphere that fosters sharing new ideas and initiatives
- Ability to have grace and humor under pressure
- Strong organizational skills will be required.
- Basic math skills, computer literacy and experience on the register are required
- Ability to independently prioritize tasks in a fast-paced and dynamic environment is essential.
- Ability to manage volunteers and keep them engaged with those tasks.

PHYSICAL REQUIREMENTS:

- Ability to lift over 50 lbs continuously. Work environment will require employee to be on feet all day and repetitive stooping, twisting and bending actions should be expected.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

- No degree is required, but experience working in customer service, retail, reuse and/or trades is preferred.

APPLICATION PROCESS:

- If interested, please email a cover letter and resume to jeannette.keiter@habitatwake.org and hr@habitatwake.org

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.

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