

## About Habitat for Humanity of Wake County

Habitat for Humanity of Wake County (HFHW) changes lives by bringing together God's people and resources to help families in need build and own quality affordable homes in safe and supportive communities. Since 1985, HFHWC has partnered with homebuyers, donors, and volunteers to build more than 750 safe, affordable, energy-efficient homes in all parts of Wake and Johnston counties.

**Location: Raleigh Blvd ReStore**

**Reporting to: Michael Franks, ReStore Manager**

### Position Overview

Reporting to the ReStore Manager, the **Part Time Restore Associate** will assist with day to day operations of the store sales floor and receiving and processing of donations in the back room. The **Part Time Restore Associate** will be expected to leverage available volunteers to accomplish daily tasks in an efficient manner. In addition, the **Part Time Restore Associate** 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.

The responsibilities of the **Part Time ReStore Associate** include, but are not limited to:

- Assist customers with making purchases while providing a high level of customer service
- Count the register twice per shift and keep an accurate count of all money coming in and going out as change.
- Correctly input all items in the POS system including price, sticker color, and source of product whether donated or purchased.
- Scan correct barcodes for all purchased product items
- Keep register areas clean, organized, and free of merchandise that has not been purchased
- Answer phones when needed and assist volunteers and community service workers in your area
- Charge storage fees and assist customers with sold tags as needed
- Complete all assigned tasks

### Knowledge, Skills, and Abilities Required:

- A strong belief in the organization's mission, goals and accomplishments
- Ability to communicate clearly and concisely both internally and externally
- 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



# Habitat for Humanity®

of Wake County

*Serving Wake and Johnston Counties*

- 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.

## **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 [michael.franks@trianglerestores.org](mailto:michael.franks@trianglerestores.org) and [hr@habitatwake.org](mailto:hr@habitatwake.org).

Habitat for Humanity of Wake County is a drug free workplace, participates in E-Verify, conducts pre-employment screenings, and is an Equal Opportunity Employer.