Position: ReStore Associate

EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

**Reports to**: ReStore Manager and/or

 Assistant ReStore Manager

**Summary:** A ReStore Associate is responsible for a variety of duties (including running the register, pricing and displaying merchandise, maintaining a safe and clean environment, leading volunteers, driving the truck, loading and unloading donations and purchases) for the purpose of creating a maintaining an extraordinary donor, volunteer, and shopper experience in the ReStore.

**Responsibilities**

* Ensure that each customer receives outstanding service by providing a friendly environment, which includes greeting and acknowledging every customer or donor, maintaining outstanding standards, solid product knowledge and all other aspects of customer service.
* Maintain an awareness of all promotions and advertisements.
* Accurately and efficiently ring on registers and accurately maintain all cash and media at the registers.
* Communicate customer requests to management.
* Assist staff in maintaining safe, clean, and adequate work equipment.
* Lead volunteers and provide them with a positive volunteer experience.
* Safely load and unload (often heavy) donations and purchases.
* Safely drive a 14’ box truck for the purpose of picking up donations.
* Any other tasks as assigned by manager.
* Ability to process information/merchandise through register system.
* Ability to communicate with associates and customers.
* Ability to read, count, and write to accurately complete all documentation.
* Ability to operate all equipment necessary to perform the job.
* If driving, have a valid driver’s license with a good driving record.

**Requirements**

* Able to lift at least 50 lbs.
* Friendly and courteous with good customer service skills.
* Commitment to Habitat’s mission.
* Valid driver’s license with a good driving record
* Ability to relate to people with diverse backgrounds.

***The ReStore Associate is expected to fulfill the duties outlined on pages one through three of this job description, in addition to other duties as assigned by the Executive Director.***

3/2/2021

**Salary, Schedule & Benefits**

* Full and part time, non-exempt. Full time not to exceed 40 hours per week, part time not to exceed 25 hours per week with prior approval from the Director of Retail Operations and/or the Assistant ReStore Manager
* Starting Salary: $9.00 to $14.00 per hour
* Schedule: Tuesday through Saturday from 9 am to 6 pm, some evenings, if necessary
* Paid vacation (full/part time), personal days (full time), including paid holidays (full/part time) – Please refer to NCHFH Employee Handbook
* Health Reimbursement Arrangement: Full time employees - $125/month or $1,500 annually.

**Drug Free Workplace**

NCHFH is a Drug‐Free Workplace. This position is subject to a criminal background and credit check, periodic Department of Motor Vehicle checks to ensure a clean driving record and valid driver’s license, and drug and alcohol testing. We reserve the right to offer employment contingent upon successful completion of all checks and testing.

**Equal Opportunity Policy**

NCHFH is dedicated to a policy of equal opportunity in the workplace. We will give fair and equal treatment to all employees and applicants for employment. It is the policy of NCHFH to prohibit discrimination or harassment of any type and to afford equal employment opportunities to employees and applicants, without regard to race, color, religion, sex, gender identity, national origin, disability, genetic information, sexual orientation, marital status, age, or veteran status as protected by law. This policy applies to all employment practices and personnel actions, including compensation, recruitment, and opportunities for advancement.

**Employee Acknowledgement**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, hereby acknowledge that I have received a copy of the ReStore Associate job description and have read and reviewed this job description with the Executive Director. I understand the position, responsibilities and schedule that are required for this position, as do I understand the salary and benefits available to me as an employee with Newnan-Coweta Habitat for Humanity, Inc.

This job description supersedes any past version provided to me and can be updated by the Executive Director, as needed.