**Classification**

Non-Exempt

**Reports** **to**

ReStore Manager

**Summary/Objective**

Responsible for assisting the ReStore Manager in the day-to-day operations of the ReStore. This includes achieving operational, financial and administrative goals.

**Essential Functions**

* Assist with opening and closing of the ReStore for scheduled daily hours.
* Assist with general oversight of store operations and volunteer management in coordination with store manager.
* Assist with daily sales/cash register reconciliation and deposits as needed.
* Manage the store in the absence of the ReStore Manager.
* Assist receiving staff as required to maintain orderly flow of items in store and outside yard. Includes loading/unloading trucks, assisting with pricing, organizing, cleaning and display of merchandise.
* Ensure that all areas of the store, restrooms, parking lots and warehouse are clean and safe.
* Demonstrate excellent service to customers, donors, volunteers and staff.
* Other duties as assigned.

**Competencies**

# Dedication to and ability to articulate the mission and core values of Habitat for Humanity.

# Computer knowledgeable including Microsoft Office and POS software.

# Self-motivated, reliable and enthusiastic; able to work in environment with rapidly changing conditions and unexpected shifts in priorities.

# Strong interpersonal skills, dealing well with a variety of people, personalities and backgrounds.

# Excellent written and verbal communication and public relations skills.

**Work Environment**

The work environment characteristics described here are representative of those an associate encounters while performing the essential functions of this job in a retail store. This role routinely uses standard office equipment such as computers, printers, phones, tablets, filing cabinets, and fax machines.

**Physical Demands**

The physical demands described here are representative of those that must be met by an associate to successfully perform the essential functions of this job. While performing the duties of this job, the associate performs the following activities: standing; walking; working overtime and Saturdays; exposure to heat, wind, and rain; driving box trucks and operating warehouse equipment; ability to lift 90 pounds or more.

**Position Type/Expected Hours of Work**

This is a full-time hourly position. The typical workweek is Monday – Saturday with a day off during the week. The day off will change on a weekly basis. The ReStore locations are closed on Sunday.

**Education, Experience and Attributes**

* Valid driver’s license required.
* High school graduate or equivalent.
* Customer service experience – 3 years preferred.
* Retail experience – 3 years preferred.
* Management experience – 3 years preferred.
* Bilingual is preferred.
* Neat and clean professional appearance.

**Other Duties**

Please note this position description is designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the associate for this job. Duties, responsibilities and activities may change at any time with or without notice.

**To Apply**

Please send resumes [hr@habitathillsborough.org](mailto:hr@habitathillsborough.org). All resumes will be reviewed upon receipt.

*HFHHC is an equal opportunity employer and seeks to employ and assign the best qualified personnel for all our positions in a manner that does not unlawfully discriminate against any person because of race, color, religion, gender, marital status, age, national origin, physical or mental disability, sexual orientation, veteran/reserve national guard status, or any other status or characteristic protected by law.*