**Classification:**

Non-Exempt

**Reports** **to:**

ReStore Manager

**Summary/Objective:**

This position is responsible for increasing retail sales, assisting customers, pricing merchandise and handling and/or allocating donated items. This position requires good interpersonal and communication skills, ability to use professional values and ethics to effectively interact with others, strong time management skills, and the ability to prioritize multiple tasks.

**Essential Functions:**

* Serve as the go-to person for customer service issues.
* Open and close the ReStore on appropriate days.
* Ability to lift 90 pounds and may require climbing ladders, considerable standing, bending, kneeling and reaching.
* May be asked to participate in donation pickups in the box truck.
* Assist as needed with pricing, and control that inventory through price reductions.
* Evaluate donated items as they come in front area.
* Design space allocation of newly donated items for premium pricing and enticement.
* Assist store manager as directed.
* Assist on deconstruction projects as needed.
* Check daily update of the donation calendar to reflect any changes.
* Provide support and ideas to constantly improve all aspects of the ReStore.
* Perform other duties as assigned.

**Competencies:**

* Commitment to Habitat’s mission.
* Ability to relate to people with diverse backgrounds.
* Effective written and verbal communication skills.
* Attention to detail.
* Self-starter with ability to work both independently and with other staff and volunteers.
* Ability to relate to people of different races, faiths and incomes.
* Basic knowledge of building supplies.
* Provide outstanding customer service to donors, volunteers and customers.

**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; operating warehouse equipment; ability to lift 90 pounds or more.

**Position Type/Expected Hours of Work:**

This is a full-time non-exempt 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:**

* Desire to work towards Habitat’s mission.
* High school diploma or equivalent.
* Minimum three years experience working in a retail environment.

**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.*