

Newnan-Coweta Habitat for Humanity, Inc.

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 (loading and unloading donations and purchases, leading volunteers, pricing and displaying merchandise, maintaining a safe and clean environment, and running the register) 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.
- Lead volunteers and provide them with a positive volunteer experience.
- Maintain an awareness of all promotions and advertisements.
- Communicate customer requests to management.
- Assist staff in maintaining safe, clean, and adequate work equipment.
- Safely load and unload (often heavy) donations and purchases.
- 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.
- Accurately and efficiently ring on registers and accurately maintain all cash and media at the registers.
- Any other tasks as assigned by manager.

Requirements

- Able to lift at least 50 lbs.
- Friendly and courteous with good customer service skills.
- Commitment to Habitat's mission.
- 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 ReStore Managers and/or CEO.

Salary, Schedule & Benefits

- Part time, non-exempt. Part time not to exceed 25 hours per week without prior approval from the ReStore Manager and/or the Assistant ReStore Manager
- Salary Range: \$12.00 to \$14.00 per hour, commensurate with experience
- Schedule: Part time Tuesday-Saturday during the hours of 9 AM – 5 PM.

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- Paid vacation after 1 year and paid holidays – Please refer to NCHFH Employee Handbook

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.