



## JOB DESCRIPTION

**POSITION:** ReStore Associate

**REPORTS TO:** ReStore Manager

Habitat for Humanity Monterey Bay operates the ReStore in Santa Cruz, a 17,000 square foot retail store, which sells donated furniture, appliances and building materials. The store is open to the public and all revenue generated from the ReStore goes toward the mission of Habitat for Humanity to provide homeownership opportunities for low-income families in Santa Cruz & Monterey Counties. The ReStore operates with a current staff of eight people and a crew of daily volunteers. The ReStore is in its sixth year of successful operation. The ReStore is open Tuesday through Sunday.

### **POSITION PURPOSE**

This position is responsible for a variety of duties (including cashiering, fielding phone calls, pricing and displaying merchandise, maintaining a safe, clean environment, leading volunteers, driving the truck, loading/unloading donations and assisting customers with loading purchases) for the purpose of creating and maintaining an extraordinary donor, volunteer, and shopper experience in the ReStore.

### **PRIMARY DUTIES AND RESPONSIBILITIES**

- ◆ Act as an ambassador of the ReStore while interacting with donors, shoppers and volunteers.
- ◆ Ensure cleanliness and safety of the store, outside area and equipment.
- ◆ Assist with donation screening during donation pick-ups and drop-offs.
- ◆ Provide customer service to customers, donors, volunteers and fellow employees.
- ◆ Operate Point of Sale System.
- ◆ Assist with daily loading and unloading of purchased and donated items.
- ◆ Help with processing, assembling, organizing and merchandising donations.
- ◆ Supervise volunteers.
- ◆ Other duties as assigned.

## **REQUIREMENTS**

This individual must understand and appreciate the mission of Habitat for Humanity. Qualified candidates must possess strong problem-solving skills, the ability to work in a fast-paced team environment, and the ability to multi-task. This individual must be detail-oriented and able to work independently. Must be able to deal with all kinds of individuals and remain consistent in keeping a professional demeanor.

## **PHYSICAL DEMANDS**

Required to lift up to 50 pounds on a regular basis and will experience frequent bending, squatting, lifting and repetitive motion. Will occasionally be exposed to extremes in weather (e.g., heat, cold, wind, rain, etc.).

## **EXPERIENCE**

A minimum of 2 years of related experience preferred.

## **CERTIFICATES, LICENSES AND REGISTRATIONS**

CA drivers' license with good record.

## **HOURS**

TBD

## **STARTING WAGE**

\$15 per hour

*Habitat for Humanity is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, age, religion, sex, sexual orientation, gender identity, marital status, national origin, or disability.*