



An Equal Opportunity Employer working in a drug-free environment

Position: ReStore Associate
Classification: Hourly (non-exempt)
Status: Part time
Supervisor: Manager on Duty
Date last Update: July 2023
Salary Range: \$17

SUMMARY: The ReStore Associate is responsible for ensuring ReStore's day-to-day operations are carried out efficiently and effectively. The responsibilities include, but are not limited to: Basic ReStore operations, customer service, donation screening, supporting volunteers, and maintenance of the facilities and ReStore property. The ReStore Associate helps ensure that all donors, customers, and volunteers have an excellent experience at the ReStore.

Primary Responsibilities and Performance Measurement Factors

Responsible for the daily assistance of all Sales Floor and Warehouse operations:

- Display and/or arrange merchandise to ensure best utilization of space
- Maintain cleanliness of the store, warehouse, and restrooms
- Operate Point of Sale systems.
- Assist with inventory by unloading, cleaning, pricing and loading into customer vehicles
- Answer customer questions or direct customer to the proper source
- Maintenance and security of all facilities

Shared Team Operational Responsibilities

- Ensure that a quality in-store/customer service experience is provided
- Ensure that all merchandise is properly cleaned, priced, and inspected prior to stocking
- Daily operation of the store including opening and closing.
- Stock New Merchandise
- Properly screen all drop-off donations
- Serve as a backup Donations Ambassador in the event of temporary staff shortages
- Provide adequate support to volunteers and maintain a positive work environment for volunteers
- Assist with maintaining cash management and cash reconciliation by monitoring systems for daily cash transactions, mid-day checks and deposits, and providing accurate accounting of daily receipts
- Assist with maintaining inventory acquisition and inventory control
- Other duties as assigned by ReStore Assistant Manager and ReStore Associate Director.

Qualifications

Required

- Valid Driver's License with a good driving record
- Ability to safely lift at least 50 lbs. on a regular basis (Our store sells and moves mostly furniture)
- Ability to spend majority of the day standing or moving. Work may require climbing ladders, considerable standing, bending, kneeling, and reaching in awkward and tiring positions.
- Basic proficiency with MS Office Suite (Outlook, Excel, Word, Publisher) or the ability to learn
- Strong organizing and merchandising skills
- Excellent customer service skills
- Ability to work independently
- Strong written and oral communication skills
- Commitment to the mission of Passaic County Habitat for Humanity

Preferred

- Minimum of 1 years of experience in a retail sales environment
- Experience with computerized POS systems
- Beginner level Spanish skills is a plus!