



Job Title: ReStore Team Member
Pay Rate: \$16.00/Hour

Employment Status: Hourly, non-exempt

Job Summary:

The ReStore team member is responsible for assisting the ReStore leadership, and other employees in the daily operations of the retail store. Under general supervision, ReStore team members work in a retail/warehouse environment loading and unloading items from vehicles, providing outstanding customer service, receiving and pricing items for sale, operating a cash register, organizing and cleaning the store, and training and supervising individual and group volunteers from diverse backgrounds and age groups.

Essential Duties and Responsibilities

- Work with others to organize and maintain store safety and cleanliness.
- Assist with the unloading of merchandise from vehicles. Assist with the carrying of large sold items and loading into customer's vehicle.
- Provide customers and donors with courteous and prompt service at all times. Identify and respond actively and with sensitivity to the needs of all customers. Relay any customer concern (with regard to service, pricing, and/or quality of merchandise) to Store leadership.
- Accurately price merchandise for sale in the ReStore. Utilize and apply pricing procedures and accurately price items according to established process. Research prices on the Internet for new and unique items and provide information to ReStore leadership to price merchandise.
- Maintain a working knowledge of existing and new products in the store, including location and pricing.
- Maintain an awareness of current advertisements and promotions.
- Accurately and efficiently operate cash register, including charging customers the correct price for merchandise and following cash register processes. ReStore Associates must maintain a high level of awareness and accuracy when handling bankable tenders. Safeguard confidential information, cash and credit card information, and merchandise.
- Adhere to all policies and procedures for Habitat for Humanity MidOhio and the ReStore Operations manual.
- Coordinate and cooperate with other volunteers, staff, and community service people making the experience pleasant and meaningful.
- Demonstrate a commitment to the quality improvement process and provide feedback to leadership when there's an area that can be improved.
- Follow the affiliate's business code of conduct and ethics and the philosophy of "See something, Say something" strategy
- Participate as a team player in all phases of the ReStore.
- Perform other duties and tasks as needed.

Job Requirements:

- High School Diploma or equivalent.
- Previous work experience, retail and/or construction/home improvement materials experience preferred
- Must be able to lift up to 50 pounds frequently and up to 75 pounds occasionally.
- Must be able to stand continuously, and squat, bend, and climb in/out of truck frequently.
- Must be able to work in varying weather conditions (such as, heat, cold, rain, snow).
- Ability to apply basic mathematical concepts such as adding, subtracting, multiplying, dividing and knowledge of weights and measures.
- Ability to read and understand written instructions and procedures.
- Understand and respond appropriately to basic customer and employee inquiries.
- Read, write and communicate using English language sufficient to perform job functions.
- Able to wear all necessary personal protective equipment to perform job functions.
- Ability to perceive the nature of sounds and receive detailed information through oral communication at normal speaking levels with or without correction.
- Flexible Availability-including weekend work. Typical schedule is 8:45a-5:15p, working 5 days between Monday-Saturday (Stores closed Sunday)
- Ability to work at multiple locations when business needs dictates. Each team member will have a home store, but may be needed at a different location depending on business needs.
- Valid driver's license, with a clean driving record.

EQUAL EMPLOYMENT OPPORTUNITY

Habitat for Humanity-MidOhio is committed to building and retaining a diverse workforce. We strongly encourage qualified candidates of diverse backgrounds to apply. We believe the inclusion and amplification of our differences create a more effective workplace and a more compassionate world.

All qualified applicants will receive consideration for employment without regard to national origin, race, color, religion, age, sex, sexual orientation, marital status, individuals with disabilities, and equally to disabled veterans and veterans of the Vietnam Era.