

JOB DESCRIPTION
ReStore Sales Associate/Cashier
Habitat for Humanity of Isabella County

Reports to: HFH ReStore Manager and Executive Director

Description: This position is responsible for greeting customers that visit the ReStore, answering questions and provide information about the ReStore, the HFH Affiliate, and the mission of Habitat as a whole. Main accountability will be for providing full sales support to ReStore customers and handling their transactions.

Employee Status: Part-time, non-exempt, about 35 hours a week

- Tuesday-Friday, 8:45 am -5:15 pm
- Saturday, 8:45 am-2:15 pm

Compensation: \$10/hour

Requirements:

- Must be 18 years or older
- Ability to accurately run cash register
- Accurately handle cash, credit and other transactions
- Ability to stay on feet for extended periods of time and do moderate lifting
- Ability to assist customers
- Excellent interpersonal skills
- Friendly and helpful attitude
- Willingness to advocate the organization's mission to patrons
- Willingness to work in a team environment
- Knowledge of building materials and home improvement is a plus
- Knowledge of merchandising is a plus

Responsibilities:

1. General Duties

- Accurately run cash register, handle cash, credit and other transactions
- Assist customers with the purchase of merchandise; fully explaining store policies and procedures
- Answer phone calls and respond to ReStore inquiries Uphold the store and customer service policies, guidelines and procedures, ensuring consistent and efficient store operations and an enjoyable customer experience
- Restock misplaced and un-purchased items
- Assist store staff in arranging and displaying merchandise
- Assist store manager in long-term planning for store layout and organization
- As opportunities occur, assist store team with participation in Home Expo's and other events
- Assist in cleaning & organizing store
- Schedule donations for pickup
- Schedule deliveries of purchases
- Attend training as scheduled.

2.. Required Skills / Experience

HFHIC – Revised 06/06/2019

- Must be 18 years or older
- High school diploma or equivalent
- Ability to accurately run cash register
- Accurately handle cash, credit and other transactions
- Ability to assist customers with a positive and friendly attitude
- Knowledge of building materials and home improvement is a plus
- Knowledge of merchandising is a plus
- Must be flexible, enthusiastic and willing to advocate the mission of HFHIC
- Team building a real plus
- Must pass Criminal Background Check and Sexual Offender Check.
- Exhibit positive working attitude by demonstrating respect for fellow workers, volunteers, donors and customers
- Work is performed in a retail/warehouse environment
- Ability to lift 50 – 75 pounds with assistance
- Ability to spend majority of the day standing or moving about ReStore. Work may require considerable standing, bending, kneeling, and reaching in awkward and tiring positions.

3. Other Duties as Assigned by the HFH ReStore Manager or Executive Director

4. Benefits

- Skills to attain from this position:
 - relationship-building
 - customer service
 - communication
 - problem-solving
 - leadership
 - community development
- Work in a fun, friendly environment
- Contribute to Habitat's mission in eliminating sub-standard housing with the ReStore's funds and work

Habitat for Humanity of Isabella County is an Equal Opportunity Employer.