



Position Title: ReStore Sales Associate

Location: ReStore, 8610 Commerce Drive, Easton, MD 21601

Shift work: Hours of operation Monday, Tuesday, Thursday & Friday 8am-4pm
Wednesday 8am-6pm and Saturday 9am-4pm

Reports Directly To: Store Management Team

Date of Job Description: August 7, 2018

Entry level position Compensation: \$10.10-\$12.00 hourly rate

POSITION PURPOSE

Assist management team in daily business operations to ensure excellent customer and donor experience in all areas.

PRIMARY DUTIES AND RESPONSIBILITIES

Team member will be cross trained to work in all areas of the store. Employee's responsibilities include a variety of duties that result in creating an extraordinary Habitat Choptank ReStore experience for our donors and customers.

- Answering phones, processing payments and completing all proper paperwork required for all departments within Restore operations.
- Greet and assist customers, locate items, answer questions related to the merchandise, store policies, and assistance in loading purchased items.
- Checking sales floor daily for sold items to move to sold and holds area.
- Checking merchandise tag dates for possible mark down availability.
- Proper use of Restore equipment.
- General upkeep of sales floor and restrooms (tidy and well-stocked).
- Staging and displaying of merchandise.
- Greeting drop off donors, screening donations, answering questions related to store policy, offering alternative solutions and assisting donor in unloading acceptable donations.
- Processing merchandise (cleaning, testing and pricing).
- Maintain safety & cleanliness of processing areas, shop areas, storage areas within and all surrounding outside areas of ReStore.
- Ensure cleanliness, safety and proper use of Habitat Choptank Restore trucks & equipment.
- Assist ReStore drivers in, donation pick up service. Navigating directions, screening, loading and unloading donations.
- Other duties as assigned.

REQUIREMENTS

This individual must understand and appreciate the mission of HFH. 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.

All candidates for hire with this organization are required to complete a criminal background check which includes screening against the national sexual offender list. Staff with truck driving responsibilities may be subject to drug and alcohol testing.

PHYSICAL DEMANDS

Required to lift up to 100 pounds on a regular basis and will experience frequent bending, squatting, lifting and repetitive motion. This position will occasionally be exposed to extremes in weather (e.g., heat, cold, wind, rain, etc.).

EXPERIENCE

A minimum of 1 year of related experience preferred but not required.

Knowledge/Skills Required:

Retail Experience preferred
Excellent Customer service Skills
Good Organizational Skills
Problem solving / conflict resolution

Internal Interactions:

ReStore & Affiliate Staff / Volunteers /Home buyers/Board & Committee Members

Estimated Time Commitment:

Approximately 20-28 hours / week
Monday-Saturday

External Interactions:

Customers
Donors

ADDITIONAL ADVANCEMENT OPERTUNITIES & RESPONSABILITIES RSA

KEY HOLDER-

Team member that carries keys and alarm codes: open and close store, disarm and arm alarm system. Preform and supervise daily procedures, monitor and assist cashiers. Balance point of sales drawer. Assist management team in the training and support new team members.

REQUIREMENTS:

Candidate must be at least 18 years of age
High school diploma or GED
Basic Computer proficiency
Exceptional communication and interpersonal skills: friendly and approachable
Familiarity with point of sales system
Open availability: dependable and punctual attendance

ROUTE DRIVER-

Team member that is responsible for driving donations truck. Preform and supervise daily truck procedures. Monitor and assist truck crew team members. Assist management team in the training and support new team members.

REQUIERMENTS:

Candidate must be at least 21 Years of age & have a Maryland Drivers' license with good record. This position requires operation of a 14,000 lbs. GVW truck. This responsibility will require a valid Maryland Class C driver's license, as well as a current Department of Transportation Medical Clearance card. Exceptional communication and interpersonal skills: friendly and approachable
Open availability: dependable and punctual attendance.