



## **ReStore ASSOCIATE, PART TIME**

Department: ReStore

Location: Raleigh ReStore – Glenwood

Supervisor: ReStore Manager – Glenwood

### **SUMMARY:**

Under the general supervision of the ReStore Manager, the ReStore Associate will assist with day to day operations of the store sales floor and receiving and processing of donations in the back room. The Associate will be expected to leverage available volunteers to accomplish daily tasks in an efficient manner. In addition, the Associate will be responsible for store projects that will be assigned to her/him as needed within the store and must provide excellent customer service to donors in the back, customers on the sales floor, and to regular volunteers.

### **WORK PERFORMED OR KEY RESPONSIBILITIES:**

- Coordinate the flow of donated materials to the store sales floor
- Evaluate condition/price of incoming merchandise, including furniture, cabinets, and lawn equipment
- Maintain proper merchandise placement throughout the store
- Assist customers with purchasing merchandise
- Operate the cash register
- Assist customers with loading out purchases
- To learn about Habitat for Humanity of Wake County and the ReStore, and be able to communicate our mission and purpose to volunteers and customers.

### **KNOWLEDGE, SKILLS, AND ABILITIES DESIRED:**

- A strong belief in the organization's mission, goals and accomplishments
- Ability to communicate clearly and concisely both internally and externally
- Excellent customer service etiquette and attitude
- Energized in an atmosphere that fosters sharing new ideas and initiatives
- Ability to have grace and humor under pressure
- Strong organizational skills will be required.
- Ability to independently prioritize tasks in a fast-paced and dynamic environment is essential.
- Ability to manage volunteers and keep them engaged with those tasks.

### **PHYSICAL REQUIREMENTS:**

- Ability to lift over 50lbs.

### **EDUCATION/EXPERIENCE REQUIREMENTS:**

- No degree is required, but experience working in customer service, retail, reuse and/or trades is preferred.

APPLICATION PROCESS:

- If interested, please email a cover letter and resume to [alex.cooley@habitatwake.org](mailto:alex.cooley@habitatwake.org)

NOTE:

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of the position. All employees may have other duties assigned at any time.

We are an equal opportunity employer. Applications are considered for positions without regard to veteran status, uniformed service member status, race, color, religion, sex, sexual orientation, physical or mental disability, genetic information or any other category protected by applicable federal, state or local laws.

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