

**Summary:**

The Habitat for Humanity ReStore home improvement outlet accepts donated new and used building materials, furniture, appliances, lighting fixtures and other home goods, then sells them to raise money for Habitat home building projects while keeping tons of reusable materials out of area landfills.

If you are highly motivated, dependable and have retail experience, this is an exciting opportunity to join our team!

**Responsibilities:**

**The ReStore Associate is responsible for helping customers, organizing the store, picking up and receiving donations. Specific responsibilities include:**

- Assist customers with locating, measuring and loading purchases.
- Act as a positive customer service representative and create a friendly, helpful atmosphere.
- Evaluate donations for salability. Clean and price donations; merchandise priced items on the sales floor
- Drive Habitat for Humanity trucks to pick up donated goods and use tools such as a forklift, pallet jacks and dollies to move donations
- Operate cash register, record and be accountable for all sales transactions.
- Process cash, credit card and check transactions, following established procedures for each type of sale.
- Answer telephone and provide ReStore information, directions, meeting the caller's needs.
- Occasionally supervise volunteers and community service workers, making their experience meaningful.
- Maintain an effective working relationship with ReStore staff, volunteers, Habitat homeowners and ReStore customers following the lead and direction of senior staff.
- Attend to ReStore housekeeping as needed.
- Perform all other duties and tasks as assigned.

**Qualifications / Physical Requirements:**

- Good customer service skills.
- Must be able to lift 75 pounds. Work may require climbing ladders, considerable standing, bending, kneeling and reaching, in awkward and tiring positions.
- Must have basic computer skills.
- Must be fluent in English. Bilingual Spanish and English is a plus.
- Knowledge of building materials and/or retail experience is helpful.
- Must have a driver's license and maintain a good driving record.

**Work Environment/Physical Demands:**

This job operates in an open, warehouse retail environment as well as working outdoors. This position is very active and requires standing, walking, bending, kneeling, stooping, and crouching all day. The employee must frequently lift, move and/or load items over 50 pounds. Days and hours flexible.

**Apply by emailing your resume or intent to apply to [restore@roguevalleyhabitat.org](mailto:restore@roguevalleyhabitat.org)**

Open until filled.

Note: This job description is intended as a guideline only and does not limit in any way the duties or responsibilities of any employee. Nothing herein shall be construed as a contract of employment, expressed or implied. All employment is terminable at will, with or without cause.

**Benefits:**

- Starting pay \$15.00 per hour
- Sick Pay, Holiday Pay, Personal Time off
- Generous Retirement Contribution Package
- Generous health care package including dental, vision and prescription coverage.

**Habitat for Humanity/Rogue Valley is an equal opportunity employer.**

**Candidates must provide proof of being fully vaccinated against COVID-19.**

Habitat for Humanity/Rogue Valley is an equal opportunity employer.

We are a drug free workplace.

**Reports to:** ReStore Operations Manager and Donations Supervisor

**Employment Status:** Full Time, nonexempt position.