

JOB POSTING: ReStore Sales Floor Leader

GENERAL SUMMARY:

This Position will require associate to carry ReStore keys, have access to turning on and off the ReStore alarm system and also have combination to the ReStore Safe. Besides normal ReStore Associate responsibilities that include receiving donated merchandise, pricing, stocking, customer service, cashier and other duties as assigned, this position will make management decisions and keep management staff informed ongoing when managers are absent from the store. Must be able to work with staff and volunteers; be able to relate to people of different races, faiths and incomes.

DUTIES:

- Offers and provides customer assistance at all times.
- Maintain good housekeeping standards by cleaning and dusting area as needed.
- Stock merchandise; rotate and face merchandise on shelves.
- Assist customers by locating merchandise.
- Helps to Maintain and clean a well-organized store and facilitate a safe and secure working and shopping environment
- Receive donations and place into inventory using computer system
- Check out customers at cash register
- Cross train as required by Management
- Load and unload merchandise – donations, Deconstruction, business, customer
- Perform construction tasks related to Deconstruction.
- Prepare Deconstruction inventory: identify, label, record merchandise.
- Log Deconstruction inventory into stoker, price and display.
- Comply with company policies and procedures.
- Ensure that all Habitat for Humanity International and Affiliate Policies and Guidelines are followed.
- Perform other duties as assigned.
- Lead, guide and direct volunteers on ReStore projects.

KNOWLEDGE AND SKILLS:

- Ability to follow verbal and written instructions.
- Ability to communicate verbally and in writing.
- Ability to move merchandise up to 100 lbs.
- Ability to work under pressure.
- Effective interpersonal and oral communication skills.
- Understand of safety policies and practices.
- Must have a valid State of Tennessee driver's license with an acceptable driving record and the ability to operate a motor vehicle of a size up to and including trucks with a box/bed length up to 26 feet in length.

ESSENTIAL JOB FUNCTIONS:

- Aligns motives, values and beliefs with HFHGN values.
- Works as a team player and recognizes that his/her actions directly impact store performance.
- Stocks and maintains merchandise in store, adequately and safely.
- Maintains an orderly, clean and safe store.

PHYSICAL REQUIREMENTS:

- Frequent walking and standing.
- Frequent bending and lifting.
- Frequent handling of merchandise and equipment.
- Frequent and proper lifting of up to 50 lbs.; occasional lifting of up to 100 lbs.
- Occasional climbing (using ladder).

TIME REQUIREMENTS: 40 hours per week. Must be able to work on Saturdays. Occasional over-time may be required.

HFHGN is an Equal Opportunity Employer and a TN Drug Free Workplace