

JOB POSTING: ReStore Sales Associate

JOB SUMMARY:

Retail position requiring strong customer service skills, positive attitude and outgoing personality. Must be able to work with staff and volunteers; be able to relate to people of different races, faiths and incomes.

KEY RESPONSIBILITY AREAS:

Responsibilities include receiving donated merchandise, pricing, stocking, customer service, cashier and other duties as assigned. Participate and support agency activities as requested.

ESSENTIAL FUNCTIONS OF THE JOB:

- 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.
- Ensure that all Habitat for Humanity International and Affiliate Policies and Guidelines are followed.
- Perform other duties as assigned.
- Assist in Donation pick –up as needed
- Assist in Deconstruction as needed

QUALIFICATIONS:

- Completion of high school (diploma or equivalent) preferred
- Equivalent education or experience in job related activities

TIME REQUIREMENTS:

This is a full-time position. Must be able to work on Saturdays.

Compensation: \$10.50 per hour

Habitat for Humanity of Greater Nashville is an Equal Opportunity Employer and a TN Drug Free Workplace

Please send a cover letter, resume and three references to: jobs@habitatnashville.org