

JOB POSTING: ReStore Sales Floor Leader
Habitat for Humanity of Greater Nashville

JOB SUMMARY:

This Position will require associate to open/close the ReStore, access to building alarm system and safe. Besides normal ReStore Associate responsibilities that include receiving donated merchandise, pricing, stocking, customer service, cashier and other duties as assigned, this position will supervise and lead staff and volunteers and keep staff informed ongoing in manager's absence. Must be able to direct staff and volunteers to work on assigned tasks within the ReStore ; be able to relate to people of different races, faiths and incomes.

KEY RESPONSIBILITIES:

- 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
- Assist customers at the Point of Sale
- 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 volunteer's on ReStore projects.

ESSENTIAL FUNCTIONS OF THE JOB

- Ability to follow verbal and written instructions.
- Ability to communicate verbally and in writing.
- 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

WORK EXPERIENCE AND/OR EDUCATION:

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

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. Occasional over-time will be offered.
Equal Opportunity Employer and TN Drug Free Work Place