



Position Description: Restore Part-time Sales

Reports to: Restore Manager

Hours: 23-30 per week, Monday through Saturday

Status: Non-Exempt, \$10.00/Hourly

Basic functions: Work as part of a team with other staff and volunteers to receive donations, maintain a safe and inviting sales space, assist customers and process sales transactions. Spanish/ other languages a plus.

Principle Duties:

- **Ensure customers and donors have positive experiences while at the Restore**
- **Operate cash register, process customer payments, process "SOLD" tags, and reconcile register**
- **Clean facility as needed inside and out**
- **Answer store phone**
- **Clean, test, price, and arrange donated items on sales floor in systematic and visually appealing manner**
- **Identify and resolve potential safety hazards**
- **Move trash and recycling to designated containers**
- **Help to oversee and motivate volunteers to ensure that they have an engaging experience and are interacting with customers, donors and other volunteers in a positive manner**
- **Assist with unloading Restore truck as needed**

Other Duties:

- **Communicate mission of habitat**
- **Assist with Habitat special events as needed**
- **Comply with all policies and procedures**
- **Other duties as assigned by Restore Management**

Qualifications and Experience:

- **Demonstrated history as self-starter, reliable, dependable, responsible and professional employee**
- **Proven ability to apply good judgement, strong ethics, consideration and even temperament at work**



- **Foster and contribute to a positive team oriented work environment**
- **Social media savvy**
- **A passion for the Habitat for Humanity mission**

Physical Requirements:

- **Ability to stand for extended periods of time, to move and handle boxes of merchandise, furniture and fixtures throughout the donation process, which entails lifting at least 75 pounds, assisted**
- **Ability to understand and communicate in English**
- **Ability to operate cash register, complete documentation for sales, and accurately count currency and make change**
- **Ability to work varied hours/days, including nights and weekends, as needed**
- **Ability to pass a pre-employment drug test and random drug testing as selected**

Other requirements: Adhere to schedule, show initiative, honest, drug free, positive attitude, customer service oriented, must have dependable transportation to work

Job Specifications:

- **Education- Minimum, high school diploma**
- **Computer- basic computer literacy, email internet**
- **Software skills- proficiency in Microsoft Office applications and Gmail preferred**

Must be able to pass a background check and drug test

Applications and resumes should be directed to : newhires@cravencountyhabitat.org

