
Title:	ReStore Sales Associate	EEO Classification:	Sales
Department:	ReStore	FLSA:	Non-exempt
Reports To:	ReStore Manager	Date Written:	10/26/2018
Status:	Full time/hourly	Date Revised:	07/25/2019

Position Summary:

The ReStore Sales Associate – Sales supports the ReStore operations by greeting customers, assisting with finding items and helping with purchases.

Responsibilities:

- Greet customers and assist them in locating items of interest
- Perform excellent customer service, collecting payment at the register and bagging merchandise
- Maintain accurate cash drawer
- Work with volunteers and donor clientele, maintaining a professional attitude in difficult situations
- Perform various other functions of the ReStore including, pricing, shelving, and cleaning; maintaining a clean and safe working environment
- Perform related duties as assigned by supervisor
- Maintain compliance with all company policies and procedures

Minimum Qualifications:

- High school diploma or GED required
- Excellent verbal and written communication skills, including ability to effectively communicate with internal and external customers
- Must be able to work under pressure and meet deadlines, while maintaining a positive attitude and providing exemplary customer service to a variety of personalities
- Ability to work in and maintain a team environment with ReStore and other Habitat staff
- Ability to also work independently and to carry out assignments to completion within parameters of instructions given, prescribed routines, and standard accepted practices

Other requirements:

- 40 hour rotating weekly schedule, some Saturday's required
- Proper dress required
- Employment offer will be contingent upon passing:
 - Criminal Background check subject to Senior Staff review
 - Drug test

Physical Demands:

- Able to stand on concrete floors, bend, reach, lift, squat, kneel
- Able to lift up to 20 lbs. frequently and up to 50 lbs. occasionally of boxed and loose material, furniture, appliances and building materials

Working Conditions/Environment:

Work is typically performed inside the store at the register, on the floor and in the warehouse.

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required for this position. All employees may have other duties assigned at any time.

Additionally, this document does not represent a contract of employment, and the Company reserves the right to change this job description and/or assign tasks for the employee to perform, as the Company may deem appropriate.

Habitat for Humanity of Greater Greensboro is an Equal Employment Opportunity organization

Habitat policy prohibits discrimination based on race, sex, color, creed, national origin, age, citizenship, mental or physical disability or veteran/reserve/National Guard or any other similarly protected status.

Employment with Habitat for Humanity Greater Greensboro is a voluntary one and is subject to termination by you or Habitat for Humanity Greater Greensboro at will, with or without cause, and with or without notice, at any time.

Employee Acknowledgment

As indicated by my signature below, I acknowledge that I have read and understand this job description and agree to comply with such.

Employee **Printed** Name: _____

Employee Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____