



Job Description –ReStore Associate

GENERAL FUNCTION:

Individuals assigned to this position may periodically rotate to the various areas of the ReStore. The ReStore Associate may be responsible for the pickup, receipt, processing, movement, and storage of all donated goods as well as for sales support.

Committed to the mission of Habitat for Humanity of the Eastern Bighorns, the ReStore Associate will be able to interface successfully with people, operate equipment safely, lift and move heavy objects, and oversee activities delegated throughout the workday.

ESSENTIAL FUNCTIONS:

- Perform residential and corporate donation pickups as instructed.
- Provide excellent customer service
- Handle merchandise without causing damage to donated materials or donor property. • Operate the truck and other equipment safely and in compliance with HFHEB safety procedures. • Inventory processing
- Control the movement, repair, pricing, and recycling of donated merchandise. • Display merchandise in a safe, attractive manner.
- Assist in receiving incoming phone calls.
- Operate point of sale system and all cash register functions
- Cleanliness of sales floor area
- Ability to work well with a team of diverse individuals and volunteers

REQUIREMENTS:

- Ability to lift up to 50 pounds
- Ability to sit, walk and/or stand for prolonged periods of time
- Ability to verbally communicate clearly in-person and on the telephone
- Must pass a background check
- Must pass a drivers check

To apply, email your resume and cover letter to marla@sheridanhabitat.org

Habitat for Humanity of the Eastern Bighorns is an equal opportunity employer.