



## JOB DESCRIPTION

### ReStore: Retail Sales Associate

Habitat for Humanity San Bernardino Area, Inc. ReStore is seeking an organized, flexible, energetic, and personable individual for the position of ReStore Sales Associate. The ReStore is a unique retail environment that sells new and used donated building supplies, home improvement merchandise and furniture to the public. Qualified candidates should have experience with retail sales, have a “customer first” mindset, and have the desire to work in a non-standard retail environment. This is an opportunity for a retail professional who wants to apply his/her skills to raise funds to support a successful non-profit organization.

**Summary:** This is a part-time position, with possible growth within the organization. Responsible for seeing that all customers are served in a timely and professional manner.

#### **Responsibilities:**

- Greet customers and ascertain what each customer wants or needs
- Help keep store clean and organized, maintain high safety standards by eliminating hazards and liabilities (i.e.: clutter, tripping hazards, falling objects, etc.)
- Work with a team of people (staff and volunteers) to continually improve and grow the ReStore
- Provide superior customer service to donors and customers
- Follow all store policies and procedures
- Open and close cash registers, performing tasks such as counting money, separating charge slips, and balancing cash drawers
- Maintain knowledge of current sales and promotions, policies regarding payment and exchanges, and security practices
- Compute sales prices, total purchases and receive and process cash or credit payment
- Maintain records related to sales
- Watch for and recognize security risks and thefts, and know how to prevent or handle these situations
- Recommend, select, and help locate or obtain merchandise based on customer needs and desires.
- Answer questions regarding the ReStore and its merchandise
- Clean shelves, counters, and tables
- Exchange merchandise for customers and accept returns
- Other duties assigned by management

**Qualifications:**

- Valid Driver's License
- **Ability to lift 25+ pounds**
- **Ability to be on your feet for six to eight hours per day**
- Excellent customer service skills, friendly and outgoing personality
- Basic computer and cash register skills
- Interested in working in a non-profit environment making a difference in our community
- Background check will be required of all final candidates
- Must be able to work on Saturday

**Reports to:** ReStore Manager/ReStore Assistant Manager

**Employment Status:** Part Time

**Salary:** Compensation is dependent on experience