

ReStore Lead Associate Job Description

Title: ReStore Lead Associate, Habitat for Humanity of Chester County, Inc. (HfHCC)

Accountable to: ReStore Manager, Habitat for Humanity of Chester County, Inc. (HfHCC)

Pay Range: Starting at \$18.00-\$21.00 per hour, commensurate with experience.

Hours: Wednesday through Saturday, 34 hours per week.

General Description:

This position is responsible for providing friendly, courteous assistance to ReStore customers in day-to-day store operations, serving as a key holder to facilitate store opening and closing duties, and assisting with supervisory tasks, inventory management, and volunteer coordination in the absence of the ReStore Manager.

Primary Responsibilities:

- Must be able to embrace the vision of HFHCC, and the ReStore's role in it, and effectively communicate the vision to volunteers, customers, and donors.
- Ensure that all items donated are priced in accordance with the ReStore pricing guidelines.
- Responsible for accurate operation of cash register system.
- Assist in safe and careful loading and unloading of ReStore donations and purchases from customers' vehicles and ReStore trucks.
- Maintain cleanliness and organization in the ReStore. Keep aisles clear of product and debris and discard items that are not profitable to the store.
- Continuously monitor safety and security of the receiving and sales area.
- Support ReStore safety, security and anti-theft procedures.
- Consistently create a welcome environment for the customers by greeting and assisting them, as well as responding to customer's needs in a quick and efficient manner.
- Primary key holder, who can open and close the store, and assist with store operations, in the absence of the manager.
- Follow written opening and closing operations in the absence of the manager.
- Assist staff and volunteers in the absence of the manager.
- Other duties as assigned or necessary for effective operation of the store.

Requirements

- Excellent customer service and verbal communication skills.
- Basic computer and math skills with the ability to operate cash register.
- Ability to effectively relate to customers, staff, and volunteers.
- Dependability and flexibility with regards to attendance.
- High School diploma or equivalent required.
- 1-3 years retail experience preferred.
- Ability to safely lift and position up to 50 pounds. Job may entail occasional bending, kneeling and reaching, often in awkward or tiring positions. Bulk of time is spent standing, walking and assisting customers.
- Dedication to and ability to articulate the mission and values of Habitat for Humanity of Chester County.