Position Title: ReStore Associate

Reports to: ReStore Manager

Position Summary

This position is responsible for assisting the ReStore and volunteers with every aspect of ReStore operations. This includes possessing an understanding and appreciation for the mission of Decatur Area Habitat for Humanity; strong problem-solving skills; the ability to work in a fast-paced team environment; multi-tasking; detail-oriented; able to work independently; and able to deal with all kinds of individuals while remaining consistent in keeping a professional demeanor.

Essential Duties

* Make sure customers feel welcome as well as letting all donors know their donation is appreciated.
* Sell the organizations products to new or established customers.
* Process payments for products or services, operate cash register or POS system.
* Assisting the customers in selecting products, answering questions, and checking stock for availability.
* Working knowledge of retail and principles of pricing materials for resale.
* Direct the Warehouse flow (e.g., monitoring the flow from drop-off and clean-up to pricing)
* Ensure organization, cleanliness and safety of the warehouse and sales floor.
* Present a positive image of Habitat in the community.
* Assist with donation screening and pick-ups, including offsite pickup’s (loading and unloading)
* Make sure you are using ethical and moral conduct during work hours.
* Provide excellent customer service
* Other duties as assigned by the Manager and Executive Director

**Physical Demands**

Lift up to 50 pounds on a regular basis

Frequent bending, squatting, lifting and repetitive motion

Work is performed in a wide variety of settings and environmental conditions;

Work is conducted at times outside and in non-climate controlled warehouse, settings and temperatures vary based on Illinois environment.

**Skills and Ability**

* Strong communication skills both verbal and written.
* Able to analyze information quickly, with critical thinking and problem solving skills.
* Ability to work effectively in a team environment.

**Additional requirements**

* Possess or can obtain a valid Illinois driver’s license.
* Completion of a background check at time of employment
* Completion of sex offender registry check
* Meet one of the following Citizenship requirements:
  + Citizen, permanent resident alien, or nationals of the United States
  + Non-citizens who are eligible under Federal law for unrestricted employment

Please send resumes to [edsmith@decaturhabitat.org](mailto:edsmith@decaturhabitat.org)