

## ReStore Associate

**Reports To:** ReStore Manager

**FLSA Status:** Full Time (40 hours) or Part Time (20 hours), Non-exempt (Hourly)

**Service Week:** Tuesday-Saturday 8:30am-4:30pm

**Wage:** \$13.50/hour

### POSITION SUMMARY:

The **ReStore Associate** reports to the ReStore Manager and is responsible for assisting ReStore Manager and Donation Coordinator with all aspects of ReStore operations. Must have an understanding and appreciation for the mission of Honolulu Habitat for Humanity. Ability to work independently and in a fast paced ever changing environment. Must have strong problem solving and customer relation skills. Shows attention to detail with or without supervision, strong integrity and remains consistent dealing with all kinds of individuals and customers. This is a full time or part time, non-exempt position.

**ESSENTIAL DUTIES:** Duties include, but are not limited to, the following:

- Ensure cleanliness and safety of the warehouse and maintain the sales floor.
- Provide excellent customer service to every ReStore customer.
- Serve as back up driver if needed.
- Assist with donation screening and pickups, including off site pickups.
- Loading and unloading box truck before, during and after pickups.
- Help supervise volunteers and give guidance.
- Operate cash register and POS system accurately.
- Other duties as assigned by ReStore Manager.

### Other Duties, as Assigned

- Performs other appropriate duties and activities as assigned.

### KEY COMPETENCIES:

- Exhibit integrity, respect and a positive working attitude towards customers, coworkers, donors, and volunteers.
- Previous retail and/or customer relation experience
- Belief in team approach to work environment, and commitment to the mission of Habitat.
- Strong leadership skills.
- Organized and efficient, with acute attention to detail and follow through.
- Management skills and experience with non-profit organizations.
- Excellent verbal and written communication skills.
- Experience with MS Office programs.

- Able to deal well with stressful situations and a wide variety of people.
- Patient teacher with strong delegation skills; and
- Reliable, honest, able to maintain confidentiality.

**ADDITIONAL REQUIREMENTS:**

- Completion of criminal background check.
- Meets one (1) of the following Citizenship requirements:
  - Citizen, permanent resident alien, or nationals of the United States
  - Non-citizen who are eligible under Federal law or unrestricted employment
- Local travel required; access to automobile preferred.
- Physical demands while performing warehouse duties:
  - Lift up to 50 pounds
  - Frequent bending, squatting, lifting and operating minor tools i.e., handtrucks, dollies etc.
  - Work is performed in numerous settings and differentiating environmental conditions.
  - Work is conducted in non- climate-controlled warehouse, settings and temperatures vary based on Hawaii weather and environment.

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