

Position: ReStore Associate

Reports to: Donation Acquisition Manager

Summary: The ReStore Associate will be responsible for safely operating a 16' box truck for the purpose of donation procurement. The ReStore Associate is also responsible for operations in the ReStore, donation processing, customer service and retail floor stocking.

Primary Responsibilities:

- Ability to safely operate 16' truck for the purpose of donation procurement.
- Accountable to meeting or exceeding all agreed upon goals and objectives of the ReStore warehouse operations.
- Assists all customers and donors in a timely manner, answering questions and moving items if necessary
- Responsible for accurate operation of POS system. Monitors sales transactions with strict adherence to cash, check and credit card processing procedures.
- Places new donations in the correct department, able to rearrange and merchandise sales floor to encourage sell through.
- Keeps receiving area clear.
- Ensures all items donated are priced in accordance with the ReStore Pricing Guidelines.
- Maintains cleanliness and organization in the warehouse. Keeps aisles clear of product and debris and discards items that are not profitable to the ReStore.
- Continuously monitors safety and security of the receiving and sales area.
- Assists donors with drop-off items, records donation information in database and furnishes donor with receipt.
- Exercises good judgment when assessing donations and is able to turn down donations that do not fall within ReStore's list of acceptable items.

Additional Responsibilities:

- Insures compliance to inventory, cash handling, and store protocols.
- Supports ReStore safety, security and anti-theft procedures.
- Answers ReStore telephone calls during business hours, assisting with inquiries and screening donations.
- Assists in deconstruction process as needed outside of the ReStore.
- Contributes to a positive work environment for all ReStore staff.
- Other duties as assigned or necessary for effective operation of the store.



Updated 07/2019

Qualifications:

Experience and Education: High school graduate or equivalent. Basic computer skills are required. Experience with POS systems a plus. Must possess a valid Drivers License.

Physical Requirements: Must be able to continuously lift 60 lbs or more safely. Must be able to stand, squat, bend, and climb in and out of truck safely.

Salary and benefits: Salary commensurate with similar positions. Full health and dental insurance paid by the organization for the employee; simple IRA retirement plan with employer match; vacation and personal time offered after introductory period.

Hours: 40 hours per week. Schedule subject to change week to week.

Application process: Completed applications may be dropped off at either ReStore location or emailed to Matt Hardy, Donation Acquisition Manager, at [matt@habitatstl.org](mailto:matt@habitatstl.org). **NO phone calls please.**

*The employer has the right to revise this job description at any time. The job description is not a contract for employment, and either you or the employer may terminate your employment at any time, for any reason. This job description does not list all of the duties of the job. You may be asked to perform additional duties. In addition, you will be expected to exercise your independent judgment in determining other tasks that need to be performed in order to increase the efficiency of the operations. You will be evaluated in part based upon your performance of the tasks listed in this job description and in part based upon the initiative you take in identifying and undertaking additional functions relevant to the operations of the business.*

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