

Part-Time ReStore Associate/Driver Helper

Summary: ReStore Associate/Driver Helper will have responsibilities primarily in receiving donations, assisting customers in removing purchases from the store, helping with preparation and set up of donated merchandise, assisting the driver to pick up donated furniture, appliances and building materials. This individual must work well with customers, co-workers, and volunteers, and demonstrate a willingness to help and provide exceptional customer service. This individual must have a good understanding of Habitat, and act as an ambassador of the Habitat mission.

Responsibilities:

- Act as driver's helper and pick up donated furniture and building supplies
- Work with volunteers in accepting and unloading of donations (and loading of purchases); and preparing donated items for sale
- Rearrange inventory and display of merchandise on the floor, keeping in mind safety, setup, neatness and general management of space both on the floor and the warehouse.
- Make good decisions on taking in donation items
- Work with customers on the sales floor and provide exceptional customer service both in person and on the phone
- Proficiently perform all duties related to the ReStore operations, as assigned by the Manager/Assistant Manager; any other responsibilities deemed necessary
- Be available for work any of the days the store is open, Monday thru Saturday, or as needed on days we are not open. Primary shifts needed are Fridays and Saturdays

Qualifications and Skills

- Able to do merchandise pick-ups (moving and loading/unloading of heavy items)
- Ability to lift heavy items on a routine basis, at least 50 pounds; ability to stand for four or more hours at a time (most of a full work day)
- Great people skills – engaging and positive manner
- Proficiency in delivering exceptional service to customers
- Strong organizational skills
- Having knowledge of building supplies and pricing items a plus
- Retail experience in sales a plus
- Ability to drive box truck a plus

Education: Work experience that is transferable to the workings of the ReStore; knowledge of building materials a plus.

Reports to: ReStore Manager/Assistant Manager

Other Requirements: Current MA driver's license with good driving record

Requires the physical ability to sit, walk and/or stand for prolonged periods of time.

The position requires the physical ability to safely lift at least 50 lbs. on a regular basis.

Compensation:

This is a non-exempt part-time position, 24 hours (three 8 hour shifts) per week, 8:30 to 5 PM, with a half hour unpaid lunch. Competitive wage and benefits.

Employment offer will be contingent upon outcome of required pre-employment physical and background check.