

## Tasks at the ReStore

ReStore volunteers assist in a variety of ways both before and during store hours. ReStore volunteers assist with unloading merchandise, cleaning and prepping display materials, working the cash counter, providing customer service and assisting with clerical projects. The warehouse volunteers work both independently and as a team. As a result, ReStore volunteers gain experience in both retail and in non-profit operations.

### Position Descriptions

#### Cashier

Work at the cash counter and be the first person our customers see. In addition to greeting and thanking customers upon entering and exiting the store, volunteers in this position answer phone calls and provide basic information to the public.

Skills:

- Enjoys working with people
- Cash handling
- Phone etiquette

#### Staff Associate

Work alongside ReStore staff. Responsibilities include stocking merchandise, keeping the store clean, moving fixtures, and providing excellent customer service.

Skills:

- Good with people
- Physically able to lift objects as heavy as 75 lbs. able to move about freely, including twisting, bending, kneeling, squatting, etc.

#### Merchandiser

Do you enjoy organizing? Help is often needed un-packing and displaying the many different products we receive at the ReStore. Build beautiful displays, create clear signage, and help us to create a friendly shopping environment for our customers.

Skills:

- Retail experience
- Physically able to lift objects as heavy as 25 lbs. able to move about freely, including twisting, bending, kneeling, squatting, etc.

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**Handy person**

This position is perfect for those resourceful people who enjoy making useful things out of unusual materials. Combine ReStore materials into new and interesting products that could be sold here! For example, would you enjoy making a dressing-screen out of folding doors? How about a sign out of a cabinet door? What about a chalkboard out of an old cabinet door front? The possibilities are endless!

Skills:

- A creative mind
- Self-sufficient, requiring little supervision

**Virtual Assistant**

This position is ideal for anyone who enjoys working with computers and may not be able to come into the ReStore and volunteer. Create marketing material; organize data, track donations, sales and more.

Skills:

- Ability to work by email
- Self-sufficient