

Job Title: **Sales and Receiving Associate**

FSLA: Non-Exempt. \$17.25 per hour.

Hours: Tuesday – Saturday, days.

Position Summary: As a Sales and Receiving Associate, must provide a positive and friendly attitude towards all customers and volunteers. The Sales and Receiving Associate is responsible for driving up sales and repeat donations.

Duties:

1. Greeting, serving and thanking the customers that come into the store. Must have the ability to handle customer questions, concerns and complaints.
2. Effectively and accurately run the cash register and handle all forms of payments. Give accurate change back.
3. Be creative at staging and displaying of merchandise. Ensure merchandise is place in the appropriate area of the store and does not block the walk way or front door.
4. Accept drop off donations and thank our donors. Items may need to be tested, fix or clean prior to putting on the floor. All items should be price prior to being put out on the floor.
5. Responsible for working with the volunteers. All volunteers must welcome, trained and thank for their support.
6. Responsible for making every effort to reach monthly and daily goals set by Restore Manger.
7. Help maintain organization and cleanliness in the ReStore, including the bathrooms as needed.
8. Other duties as assigned.

The Sales Associate will report to the ReStore Manager who is responsible for providing direct supervision to the ReStore Staff and will work with Director of Operations who is responsible for Business Operations and policies and procedures, and work with the CEO who is responsible for the entire success of the organization. The Sales Associate will communicate effectively and consistently to discuss goals, plans, and progress. Other assigned duties may be delegated by the Director of Operations and/or CEO.

Qualifications:

- High School Diploma or GED
- Ability to lift 50+ pounds, stand, squat, and bend.
- Excellent customer service skills.
- Cashier experience preferred.

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