**POSITION DESCRIPTION**

**HABITAT FOR HUMANITY OF WILLIAMSON COUNTY**

Position: **ReStore Customer Service Associate**

Classification Non-Exempt

Status: Part-time Employee or Full-time

Reports to: ReStore Director or his/her designee

Evaluation: Annually within last quarter of fiscal year

**General Responsibilities**

Under the general direction of the ReStore Director or his/her designee, this position is responsible for handling ReStore sales at the cash register, providing basic customer service and assisting in keeping the store organized and well-stocked.

**Specific Responsibilities**

* Understands local ReStore policy and procedures
* Understands the affiliate’s construction materials and needs
* Implements daily operations and customer service procedures.
* Instructs and supervises community one-day or regularly scheduled volunteers and Community Service Restitution volunteers to meet daily goals
* Schedules and organizes pickups and drives affiliate vehicles to pick up donated goods when necessary
* Screens for product usability
* Loads and unloads all materials as necessary
* Maintains effective working relationships with staff, volunteers, partner families and general public
* Aids customers in finding desired goods
* Prices incoming donations and stocks merchandise
* Deals with people effectively and understands customer needs
* Follows all affiliate rules and regulations
* Performs other duties and tasks as assigned.

**Qualifications**

* Fully supports the ideals and mission of Habitat for Humanity
* High School degree or equivalent
* Able to respond to people and their needs
* Able to lift fifty (50) pounds
* Able to spend the majority of the day standing, squatting or bending
* Proven honesty, trustworthiness and responsibility
* Sound judgment and initiative
* Team player

[**PLEASE CLICK HERE TO FILL OUT & SUBMIT THE JOB APPLICATION**](https://docs.google.com/forms/d/1XV-sia1KyTNr7URmYqmdCY2kz4l7SR6EyftP1q0xJwg/edit)