

Greater Fox Cities Area Habitat for Humanity Position Description

Title: Store Associate - Appleton Habitat for Humanity ReStore
Reports to: Store Manager
Direct Reports: Volunteers working in a variety of positions in the ReStore
Status: Non-exempt

Summary: The Store Associate maintains the back room, sales floor and common areas in an orderly manner while ensuring a clean and safe work environment and excellent donor and customer service, while acting as a steward for the volunteers to ensure a pleasant volunteer work experience.

Responsibilities:

- Evaluate the condition/acceptability of incoming donations, and ensure that policies are followed regarding unacceptable items.
- Clean and price incoming materials, following established pricing procedures and criteria.
- Coordinate the flow of incoming materials either into the store or a designated processing area to ensure a restock of purchased goods and cultivating a culture of a well recovered sales floor.
- Provide training and supervision to warehouse and recycling volunteers in a considerate and fair manner.
- Load and unload vehicles receiving or delivering materials to/from the store.
- Regularly communicate with the appropriate ReStore staff regarding progress, suggestions and issues.
- Ensure that all areas of the warehouse, store and surrounding areas clean and safe
- Maintain the security of the warehouse, instituting appropriate policies to minimize theft.
- When requested, drive or assist the drivers in moving ReStore merchandise.
- Adhere to established safety procedures and ensure a safe work environment for volunteers, customers and donors.
- Ensure quality customer, volunteer and donor relations, and address comments and grievances in a timely and professional manner.
- Perform other duties as assigned, including cleaning bathrooms/breakrooms/mopping as scheduled by the supervising team.

Schedule:

Part-time, hours vary based on time of year. Shifts will vary, typically Monday through Saturday.

Required Skills and Abilities:

- Able to lift at least 50 lbs.
- Valid driver's license with a good driving record
- Friendly and courteous with good customer service skills
- Able to work in a retail/warehouse environment, and receive training on and safely operate material handling equipment such as hand trucks, pallet jacks and forklifts.
- Able to receive training on and safely operate a 24' box truck with a lift gate.

Greater Fox Cities Area Habitat for Humanity is an Equal Employment Opportunity employer. Applicants are considered without regard to race, color, religion, sex, national origin, age, disability or other protected status.