Greater Fox Cities Area Habitat for Humanity
Position Description

Title:	**Store Associate (Seasonal)**	
Reports to:	Store Manager	
Direct Reports:	none	
FLSA Status:	Non-Exempt	Classification: Part time (seasonal)

Purpose

To maintain the back room, sales floor and common areas while ensuring a clean and safe work environment, excellent donor and customers experience, and a pleasant volunteer experience.

Schedule

This is a seasonal position. Shifts will vary, Monday-Saturday, through September.

Responsibilities

- Technical:
  - Evaluate the condition/acceptability of incoming donations and ensure that policies are followed regarding unacceptable items.
  - Clean and price incoming materials, following established 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.
  - Load and unload vehicles receiving or delivering materials to/from the store.
  - Ensure that all areas of the backroom, store and surrounding areas clean and safe.
  - Maintain the security of the backroom, 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.
  - Perform other duties as assigned, including cleaning bathrooms and breakrooms and mopping as scheduled by the supervising team.
  - Provide support to all Appleton Habitat ReStore locations.

Required Knowledge, Skills and Experience:

- Able to lift at least 50 lbs.
- Ability to work in a dynamic team, as well as an ability to carry out tasks independently.
- Valid driver's license with a good driving record.
- Friendly and courteous with good customer skills.
- Valid driver's license with a good driving record.
- Able to work in a retail/warehouse environment and receive training on material handling equipment such as pallet jacks, forklifts and 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.