

Looking for a retail job with a purpose? Never work nights, Sundays or holidays.

The Habitat for Humanity Restore sells new and gently used building materials. Proceeds go toward fulfilling the Habitat mission of providing everyone with a decent place to live.

Weekly hours can range from 10-25 hours, depending on the employee.

Applicants would work at our ReStore on Integrity Way near the Fox River Mall. The ReStores are open 10 a.m.-6 p.m., Tuesday-Friday, and 9 a.m.-5 p.m. on Saturdays. Closed Sundays and holidays.

Job Duties Include:

- Support front-of-store operations, cash management, customer service, and volunteers in accordance with established policies and guidelines.
- Support the process for donation intake and inventory management while ensuring shared work stations remain safe, decluttered, organized, and clean.
- Ensure quality customer experiences for every shopper, donor, and volunteer.
- Provide input for pricing guidelines by monitoring competitive merchandise market environments.
- Provide support for accurate monthly inventory and reporting for all purchased goods and fiscal year-end inventory for all goods.
- Articulate communication donation acceptance guidelines.
- In coordination with the Store Manager, support in-store and special events such as but not limited to sales, classes, donation drives, recycling events, orientations, and trainings.
- Support and implement continuous improvement of the ReStore and store operations to maximize efficiencies and ensure that all areas of the store and surrounding areas are clean and safe.
- Ensure that all documentation and procedures involved with an accident or incident investigation onsite are followed
- Provide support to all Appleton Habitat ReStore locations.
- Participate in Point of Sale system operations, reporting and maintenance.
- Assume responsibility for the store in the absence of the Store Manager and Assistant Store Manager.
- Cultivate a culture of safety by ensuring and insisting that all safety procedures are adhered to by volunteers, donors, customers and staff.
- Ensure quality volunteer, donor, customer and staff relations. Provide input, document, and address comments and grievances in a timely and professional manner.
- Oversee and maintain daily and weekly volunteer assignments while providing training, supervision and evaluation of store volunteers in a positive and affirming manner.

Required Knowledge, Skills and Experiences:

- Specialized knowledge and competencies in retail, volunteer, warehouse and inventory management and building materials.
- Able to lift at least 50 lbs.
- Valid driver's license with a good driving record.
- Able to receive training on and safely operate material handling equipment such as hand trucks, pallet jacks, forklifts and a 24' box truck with a lift gate.
- Certifications for Forklift, First Aid and CPR (provided by HFH).
- Excellent written and verbal communication skills.

- Superior time management and organizational skills, with exceptional attention to detail.
- Ability to learn and work independently in an unstructured environment and as a team player.
- Ability to work diplomatically with others to discuss and resolve problems.
- Demonstrated ability to handle multiple and changing projects, deadlines and priorities.
- Outstanding interpersonal communication skills which must be effective and courteous, requiring high integrity when dealing with a broad array of backgrounds.
- Proficient with Microsoft Office projects and POS systems.

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.