

ReStore Specialist Job Description

Title: ReStore Specialist, Habitat for Humanity of Chester County, Inc. (HfHCC)

Accountable to: ReStore Manager, Habitat for Humanity of Chester County, Inc. (HfHCC)

General Description:

This position is responsible for providing friendly, courteous assistance to ReStore donors through our intake center and to our customers in the day-to-day store operations.

Primary Job Responsibilities:

- Must be able to embrace the vision of HFHCC, and the ReStore's role in it, and effectively communicate the vision to volunteers, customers, and donors.
- Assist all customers in a timely and friendly manner.
- Assist in safe and careful loading and unloading of ReStore donations and purchases from customers' vehicles and ReStore trucks.
- Safely place new donations on the sales floor in the correct department.
- Responsible for accurate operation of cash register system.
- Ensure that all items donated are priced in accordance with the ReStore pricing guidelines.
- Assist driver in operation of navigation, loading of donations and safe transport of donated items from point to point.
- Maintain cleanliness and organization in the ReStore. Keep aisles clear of product and debris and discard items that are not profitable to the ReStore.
- Continuously monitor safety and security of the receiving and sales area.
- Support ReStore safety, security and anti-theft procedures.
- Follow established guidelines regarding acceptable donations.
- Must be able to embrace the vision of HFHCC, and the ReStore's role in it, and effectively communicate the vision to volunteers, customers, and donors.
- Other duties as assigned or necessary for the effective operation of the store.

Requirements

- Excellent customer service and verbal communication skills.
- Basic computer and math skills with ability to operate cash register and assist in all aspects of store operations as needed.
- Ability to lift/carry up to 100 lbs. plus bending, twisting, reaching.
- Self-motivated with strong organizational and time management skills.
- Ability to effectively relate to customers, staff, and volunteers.
- High School diploma or equivalent required.
- Driver's license preferred.
- Dedication to and ability to articulate the mission and values of Habitat for Humanity of Chester County.