

**Habitat for Humanity Metro Maryland, Inc.**

**Job Description**

**PT ReStore Sales Associate**

**Position:** ReStore PT Sales Associate

**Reports to:** ReStore Assistant Manager

**Supervises:** Volunteers

**Date:** 11.22.23

**Department:** ReStore

**Non-Exempt:** Hourly

**Basic Function:**

Responsible for assisting the ReStore Assistant Manager, including, but not limited to, working the register, assisting customers, merchandising products, and directing the volunteers as needed.

**Key Responsibilities**

- Greet and assist customers in a friendly and courteous manner
- Work the cash register and assist in maintaining the cash wrap area
- Maintain the implemented customer service program that reflects positively on ReStore and HFHMM
- Adhere to established safety and security practices and procedures
- Provide ReStore Assistant Manager and Senior Sales Associate with support as needed
- Other duties as needed

**Qualifications:**

- Excellent multitasking skills a must
- General retail experience a plus
- Ability to lift 50 lbs
- Knowledge of basic register and inventory systems
- Good verbal communications skills
- Good customer service skills
- Ability to work independently
- Ability to work with individuals of diverse races, faiths, income and skill levels
- Ability to work well with volunteers
- Basic computer skills including Microsoft Word, Excel, Internet and e-mail

**To Apply:**

**Please email cover letter and resume to [nancy.coufos@habitatmm.org](mailto:nancy.coufos@habitatmm.org).**

**Due to a high level of response not all applicants will receive notification of their application status.**

**No phone calls please.**