

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: 8/4/20
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 jenna.ourand@habitatmm.org.

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

No phone calls please.