



**Position:** ReStore Associate Seasonal, Part Time

**Reports to:** ReStore Manager

**Status:** Seasonal (opportunity for permanent position) / 18 to 30 hours per week;

**Position available August 2018 through December 2018**

**Days/Hours:** Tuesday, Wednesday, Thursday, Friday, Saturday / 8am to 5pm, flexible hours depending on candidate

**Pay Scale:** \$8.50 to \$11 per hour, depending on experience

The mission of Habitat for Humanity of Greater Centre County (HFHGCC) is to partner with working families, sponsors, and communities to build affordable, quality homes and to provide support services that promote successful home purchase and ownership. The ReStore is HFHGCC's home improvement retail outlet, open to the public. The ReStore generates revenue through the sale of donated and reclaimed home improvement materials and supplies. All proceeds support HFHGCC's mission.

The **ReStore Associate** is an exciting opportunity for an organized, energetic and personable individual to work in a fast-paced rewarding environment. We will provide all necessary training to be successful in this position.

**The ReStore will be directly responsible for:**

- Interacting positively with donors and customers
- Assisting donors/customers with loading/unloading materials
- Assisting with retail operations, including operating the cash register and making sales
- Assisting with pricing and inventory in-take
- Refreshing and restocking inventory
- Maintaining cleanliness of all areas of the ReStore
- Promptly returning phone calls from prospective donors and scheduling pick-up appointments
- Managing volunteers in various tasks

**Qualified candidates will meet the following criteria:**

- **Education/Professional Credentials**
  - High school diploma or equivalent required
- **Physical Requirements**
  - Able to lift up to 50 pounds, perform heavy manual tasks, work standing or walking for a full work day, and be capable of performing outside duties in all weather conditions
- **Experience**
  - Retail experience preferred
  - Knowledge of home building, general contracting, architecture, interior design or a related field preferred
- **Desired Skills**
  - Superior customer service skills
  - Operate a cash register with proficiency
  - Able to supervise volunteers with a wide range of skills and abilities
  - Strong organization and communication skills
  - Working knowledge of basic computer programs (Microsoft Word, Excel, and Outlook)
  - Able to handle multiple tasks

**To apply for this position, please send a cover letter and a completed Application for Employment to [hr@habitatgcc.org](mailto:hr@habitatgcc.org) and put "ReStore Associate" in the subject line.** Only candidates meeting all position requirements will be considered. More information about Habitat for Humanity of Greater Centre County can be found on our website [www.habitatgcc.org](http://www.habitatgcc.org). Applications will be accepted until the position is filled.

*Habitat for Humanity of Greater Centre County is a Drug-Free Workplace. This position is subject to a criminal background and credit check, periodic DMV checks for driving record and valid driver's license, and drug and alcohol testing. We reserve the right to make employment contingent upon successful completion of all checks and testing.*

**Equal Opportunity Policy:** *Habitat for Humanity of Greater Centre County is dedicated to a policy of equal opportunity. We will give fair and equal treatment to all employees and applicants for employment. It is the policy of Habitat for Humanity of Greater Centre County to prohibit discrimination or harassment of any type and to afford equal employment opportunities to employees and applicants, without regard to race, color, religion, sex, national origin, disability, genetic information, sexual orientation, marital status, age, or veteran status as protected by law. This policy applies to all employment practices and personnel actions, including compensation, recruitment, and opportunities for advancement.*