



ReStore Associate Job Description

POSITION SUMMARY: The Habitat for Humanity of the Greater Teton Area (Teton Habitat) ReStore is a nonprofit home improvement store that sells new and gently used furniture, home accessories, building materials, and appliances to the public at a fraction of the retail price. The proceeds are used to support Teton Habitat's mission of building homes, community, and hope. Through its efforts, the ReStore facilitates recycling, minimizes landfill waste, provides low-cost home improvement items, and increases Habitat's visibility in our community.

The ReStore staff are responsible for the store's day-to-day operations. Specific responsibilities include:

RESPONSIBILITIES AND DUTIES

- Observe all best practices for cash controls and handling.
- Maintain all ReStore tools, equipment, and vehicles to be 100% operational.
- Conduct all ReStore operations with the utmost honesty and integrity in recognition that the ReStore is often one's first impression of Habitat for Humanity.
- Provide quality customer service and handle grievances professionally.
- Follow all safety standards, especially regarding lifting and moving heavy objects.
- Comply with best practice accident procedures; understand workers compensation procedures
- Establish and maintain relationships with potential and existing donors, including individuals, businesses, community and church groups to increase quality and quantity of merchandise donations.
- Manage facility maintenance and address any customer or safety needs.

REQUIRED SKILLS / EXPERIENCE / PHYSICAL REQUIREMENTS

- Minimum of one year retail experience.
- Self-motivation and adaptability to a very dynamic work environment.
- Ability to work with other staff and volunteers in a positive manner.
- Knowledge of sales and marketing.
- Effective time management and organizational skills.
- Effective written and oral communication skills.
- Computer skills, including word processing, spreadsheets and email.
- Ability to lift 50 pounds. Work may require frequent periods of standing and bending.
- Bi-lingual (Spanish and English) skills are helpful but not required.

Compensation commensurate with experience. Full health, dental and retirement benefits.