

Lancaster Lebanon Habitat for Humanity

Title: ReStore Associate
Reports Directly To: ReStore Manager
Status: FT and PT Positions

ReSTORE ASSOCIATE

Summary

Reporting to the Manager of the ReStore, the incumbent provides outstanding customer service, receives and merchandises donated goods, integrity throughout the sales process, and orient and support our Habitat volunteers and Habitat homebuyers, the heart of our organization.

Primary Responsibilities

1. Ensure that each customer receives outstanding service by providing a friendly environment, which includes greeting and acknowledging every customer or donor, maintaining standards, solid product knowledge and all other aspects of customer service.
2. Greet customers in person and over the phone.
3. Accurately and efficiently manage sales process and integrity of transactions.
4. Accept donations, process goods, and merchandise.
5. Orient and guide volunteers through the daily routines.
6. Maintain an awareness of all promotions and advertisements.
7. Communicate with Warehouse team on items sold.
8. Help maintain store's safety and cleanliness.
9. Safely load and unload (often heavy) donations and purchases.
10. Safely drive and load a 15-foot box truck for the purpose of picking up donations.

Requirements

- Demonstrated embrace of a fast-pace work environment.
- Strong interpersonal, verbal, and social media communication skills with groups and individuals of diverse backgrounds.
- Ability to safely lift and position a minimum of 60 pounds. Job entails occasional bending, kneeling and reaching, often in awkward or tiring positions.
- Cannot be a registered sex offender nor have any felony convictions.
- May be required to pass a background check.
- Work regularly on Saturdays.

Please send cover letter and resume to jobs@llhfh.org

Lancaster Lebanon Habitat for Humanity is a nonprofit that builds, rehabs, and repairs homes in partnership with low-to-moderate-income families. Its vision is a world in which everyone has a decent place to live.

Lancaster Habitat for Humanity ReStore is a nonprofit business, which supports Lancaster Lebanon Habitat for Humanity, specializing in the resale of new and gently used building materials and supplies to the public.

Habitat for Humanity is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, age, religion, sex, sexual orientation, marital status, national origin or disability.

July 2019