

**Position Title:** ReStore Associate

**Reports to:** ReStore Manager or ReStore Site Manager

**Job Summary:** Works various functions of the retail store, drives truck to pick up donations at donors homes and businesses. Will lead teams of volunteers for various projects for the store. Responsible for loading and unloading recyclable materials. Must be able to work with customers, volunteers and donors; dealing with a variety of personalities and maintaining a professional attitude in difficult situations. Successful applicant will present a professional image to donors and customers. Must have great communication skills and feel comfortable engaging with customers, volunteers and donors in conversations about Habitat for Humanity and ReStore.

**Responsibilities:**

- Respect and understand the mission of Black Hills Area Habitat for Humanity and the mission of ReStore.
- Work various functions of ReStore including customer service, cleaning donated merchandise, managing volunteers, donation pick-ups, sales and pricing.
- Work with staff and volunteers to maintain a clean and safe working environment.
- Maintain a cooperative working relationship with fellow employees.

**Qualifications:**

- Age: Must be 16 years old.
- Experience: Retail, delivery, and/or working with volunteers a plus.
- Skills: Great people skills and good verbal and written communication skills.

**Physical requirements:**

- Able to drive various organizational vehicles: trucks, cars, forklift, material handler's equipment.
- Able to stand on concrete floors, bend, reach, lift climb in and out of trucks and commercial vehicles, climb on and off loading docks all throughout each work day.
- Able to lift 75 lbs. of boxed and loose material, furniture, appliances and building materials; walk, climb up and down stairs, loading ramps and docks. Load materials onto trucks, shelves and displays.
- Able to work with co-worker(s) to cooperatively lift and load furniture, appliances and building materials weighing 100lbs-150lbs.

**Other Requirements:**

- Experience working in a team environment.
- Valid South Dakota driver's license required with a clean driving record for past 3 years. Must be over 18 to operate power equipment.
- Employment offer will be contingent upon receipt of results of: a Criminal Background check.
- Up to 30 hour rotating weekly schedule, Saturdays required.
- Proper dress required.

Please email applications to [restore@blackhillshabitat.org](mailto:restore@blackhillshabitat.org) or take to Habitat for Humanity ReStore on 610 E. Omaha St., Rapid City SD, 57701 or 2915 E. Colorado Blvd., Spearfish, SD 57783.