

Black Hills Area Habitat for Humanity

Position Title: ReStore Associate

Reports To: ReStore Manager, Assistant Manager or ReStore Site Manager

Cooperates closely with: Operations Manager, Volunteer Engagement Associate, Controller, Executive Director, volunteers, and ReStore staff

Black Hills Area Habitat for Humanity is a non-profit Christian ministry that seeks to put God's love into action by bringing people together to build homes, communities and hope. We partner with families to build and repair simple, decent affordable housing.

Job Type: Full-time/ Part-time/Exempt

Position Summary:

Works various functions of the retail store, including but not limited to accepting, cleaning, pricing and stocking donations. May also include cashiering, customer service and assisting on the truck with donation pickups. 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.

Key Qualifications

Understanding and support of Black Hills Area Habitat for Humanity Mission.

1. Pleasant and encouraging attitude.
2. A team player, flexible, quick thinking and able to work under pressure.
3. Strong communication skills, both oral and written.
4. Exhibit affiliate core values of loyalty, integrity, faith, trust, and servant heart.

Key Responsibilities:

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

Additional Requirements:

Required Knowledge and Skills:

1. Great people skills and good verbal and written communication skills.
2. Retail, delivery, and/or working with volunteers a plus.
3. Warehouse, dock or freight handling experience a plus.
4. Fork lift experience beneficial.

Educational Requirements:

1. High school diploma or GED preferred. Current High school attendance accepted.

Required Physical Abilities:

1. 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 workday.
2. Able to lift 50 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.
3. Able to work with co-worker(s) to cooperatively lift and load furniture, appliances and building materials weighing 75lbs-150lbs.

Other Requirements:

1. Age: Must be 16 years old.
2. Part-time up to 32 hours rotating weekly schedule, a minimum of every other Saturday required.
3. Full-time 34-40 hours rotating weekly schedule, every other Saturday required.
4. Proper dress required.
5. Must hold a valid driver's license and meet state requirements for automobile liability insurance.
6. Must be able to pass a criminal background check.
7. Experience working in a team environment.
8. Able to drive various organizational vehicles: trucks, cars, forklift, material handler's equipment.

Pay Range:

\$12.50 - \$13.50 per hour based on relevant experience.

I have read, understand and am capable of fulfilling the above duties. If reasonable accommodations are required, please list.

Print Name

Signature

Date