



## Job Description

<b>Title:</b> Warehouse Associate	<b>Employment Status:</b> Part-Time/Full-Time
<b>Department:</b> ReStore	<b>FLSA Status:</b> Non-Exempt
<b>Reports to:</b> ReStore Manager	<b>Works Closely with:</b> Management & Warehouse Staff

**Description:** Fredericksburg Habitat’s ReStore is seeking an organized, efficient, flexible, energetic and personable individual for the position of Sales and Donations Associate. The ReStore is a unique retail environment that sells new and used donated building supplies, home improvement merchandise and furniture to the public. Qualified candidates will have a background in scheduling and logistics, experience with construction or home improvement related retail sales, have a “customer first” mindset, and have the desire to work in a nonstandard retail environment. This is an opportunity for a retail professional who wants to apply his/her skills to raise funds to support a successful non-profit organization. The mission of Habitat for Humanity is to partner with working families, sponsors and communities to build affordable homes and to provide support services that promote successful home purchase and ownership.

### CORE RESPONSIBILITIES AND ASSOCIATED TASKS:

- Interacting positively with donors and customers.
- Assisting with the retail operation, including processing merchandise to go to sales floor.
- Assisting customers with purchased items.
- Loading and unloading customers and donors as needed.
- Providing superior customer service to donors and customers.
- Following all store policies and procedures.

### Knowledge, Skills, Abilities

- Knowledge of fair market values of new and used building materials.
- Superior customer service skills.
- Operate a pallet jack and 2-wheel dolly properly.
- Able to lift 50 pounds, perform heavy manual tasks, work standing or walking for a full workday, and be capable of performing outside duties under all weather conditions.
- Able to supervise volunteers with a wide range of skills and abilities.

### Qualifications

- Minimum of 1 YEAR of retail sales experience.
- Must be able to work Tuesday – Saturday
- Retail experience with construction or building materials/hardware preferred.
- Minimum High School Diploma or GED.