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[www.stvrainhabitat.org](http://www.stvrainhabitat.org)

**Job Title:** ReStore Sales Associate  
**Department:** ReStore  
**Reports To:** ReStore Director  
**FLSA Status:** Full-time or Part-Time Non-Exempt  
**Prepared Date:** 7/17/2022  
**Pay Rate:** \$16.00 to \$18.00 per hour  
**Benefits:** Competitive benefits package ([www.stvrainhabitat.org/whyworkhere](http://www.stvrainhabitat.org/whyworkhere))

Habitat for Humanity is committed to equity, diversity and inclusion in the workplace. Please read more about our commitment and HFHSVV as an equal opportunity employer on our website:  
[www.stvrainhabitat.org/employment-opportunities](http://www.stvrainhabitat.org/employment-opportunities)

**Position Summary:** The ReStore Sales Associate (RSA) uses knowledge of products, ReStore policies and home improvement to assess the needs of customers and donors and to provide needed assistance. RSAs, in coordination with volunteers, maintain the in-stock condition of assigned areas and ensure that it is safe, clean and shoppable.

**Essential Duties and Responsibilities:**

- Assist customers with purchases, product questions, donation drop-offs, and loading customer purchases.
- Familiar with the ReStore Mission, products and layout, along with Habitat for Humanity International and HFHSVV to answer customer questions and offer shopping solutions.
- Successfully operate point of sale and other equipment as required (training provided).
- Direct volunteers to support various store activities and needs.
- Partner with Donation Department to efficiently accept donations, process, price and direct volunteers in placement of processed merchandise.
- Responsible for familiarizing themselves with and adhering to the HFHSVV Employee Guidelines, ReStore Operations/Safety Polices and all related procedures.
- Works as scheduled, being flexible when needed and attends meetings/trainings as scheduled.
- Maintains a positive, team-oriented relationship with peers, supervisors and key volunteers.
- Other duties as assigned.

**Basic Position Requirements:**

- Ability to successfully handle multiple customers at once.
- Ability to follow directions to complete tasks and achieve team goals
- Self-motivated with the ability to work independently
- Critical thinking and problem solving skills
- Ability to interact and communicate well with supervisors, peers and customers
- Capable of working with and providing direction to volunteers with a wide range of skills and abilities
- Dependable and punctual
- Proven basic math abilities as it relates to home improvement and retail sales

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- Basic knowledge of computer-based programs.
- Willingness to learn new programs as required
- Able to adapt to a dynamic environment with unexpected changes to priorities
- Bilingual (English and Spanish), highly preferred
- Willingness to work weekends, evenings and holidays

**PHYSICAL REQUIREMENTS NECESSARY TO PERFORM THIS JOB:**

- Ability to adequately traverse a cement floor in a retail store.
- Frequent climbing, lifting and carrying items up to 50 lbs., bending, twisting, reaching and other similar activities as required.
- Ability to use large ladders

**WORK ENVIRONMENT AND CONDITIONS:**

- Majority of day working in a retail environment where doors may be open causing drafts and interior temperature changes
- Varying cement surfaces throughout work environment
- The retail environment can be dusty and noisy and donor vehicles and forklifts may emit gas or other fumes causing an unpleasant odor
- Some time spent at a computer for training and other employment related matters

**If you feel you are qualified and wish to apply for this position:**

1. Review the affiliate covenant on our website. [www.stvrainhabitat.org/employment-opportunities](http://www.stvrainhabitat.org/employment-opportunities)
2. Submit your cover letter and resume to Ed Kepple, [ekepple@stvrainhabitat.org](mailto:ekepple@stvrainhabitat.org).
3. If St. Vrain Habitat is interested, the ReStore will contact you to discuss next steps.