

Job Description – ReStore Associate: Toys and Books Specialist

Overview

A ReStore Associate specializing in the toy and book department is responsible for organizing these dedicated sections of the ReStore and ensuring the area is appealing and well-maintained. They will assess donated items for quality, safety, and completeness and then process the items to be store-ready. They will monitor inventory levels and restock as necessary. They will operate the cash register and recover merchandise at the end of the day. They will provide excellent customer service and have a positive impact on the customers.

Duties and Responsibilities

- Curate and organize a dedicated section for toys and books within the ReStore, ensuring an appealing and well-maintained display.
- Assess donated toys and books for quality, completeness and safety; assign appropriate pricing.
- Provide expert knowledge and assistance for customers regarding the selection and suitability of toys and books.
- Collaborate with the team to design attractive merchandise displays that highlight the unique offerings in the toy and book section.
- Monitor inventory levels for toys and books, restocking as necessary to meet customer demand.
- Operate cash registers, handling transactions accurately and efficiently.
- Stay informed about trends in children's toys and books, making recommendations for product enhancements.
- Support donation pickups and ensure the proper documentation and handling of toys and book items.
- Educate customers on the organization's mission and the positive impact of their purchases on sustainability.
- Uphold safety standards, particularly concerning children's products, ensuring compliance with safety regulations.
- Other duties as assigned.

Skills and Qualifications

- Previous retail experience, especially in toys and books, preferred
- Positive and collaborative team-oriented attitude.
- Superior customer service skills
- Ability to lift 50 pounds, stand for long periods of time, and work indoor and outdoor
- Interpersonal skills
- Strong organization and communication skills
- Ability to multitask and shift priorities as needed
- Ability to respond to emergency situations calmly and effectively
- Time management skills

Requirements



Job Description – ReStore Associate: Toys and Books Specialist

- Flexibility to work weekends and occasional evenings.
- Passion for children’s products and a keen interest in sustainability.
- Experience in driving and operating a box truck or similar vehicle.
- Strong communication and customer service skills.
- Ability to lift and move heavy items during donation pickups.
- Basic knowledge of home improvement or furniture items is preferred.
- Excellent organizational and time-management skills.
- Flexibility to work weekends and occasional evenings.
- Commitment to the organization’s mission and values.

Reporting Structure

- Reports to Store Manager, Berthoud Habitat for Humanity ReStore

Salary Range

Starting at \$15 per hour

Application Submission

Please send cover letter and resume to Tina Brewer, ReStore Store Manager for Berthoud Habitat for Humanity ReStore, via email to restore@berthoudhabitat.org.