



Job Description: Full-Time Sales Floor Supervisor

Reports To: ReStore Manager

Work Hours: Tuesday, 9:00 AM-1:00 PM & Wednesday-Saturday, 8:30 AM-4:30 PM

Pay Scale: \$16.75-\$18.00 per hour

Responsibilities

- Provide superior customer service and interact positively with donors and customers.
- Daily Point of Sale operations (opening, closing, and sales), when trained volunteers are available they should work the Point of Sale system allowing for the Sales Floor Supervisor to assist in pricing, price checks and conducting safety checks of the sales floor.
- Daily, weekly and monthly cleaning as scheduled.
- Assist the ReStore Manager in taking the deposit to the bank.
- Screening donations from individuals who want to donate materials
- Check voice mail daily for inquiring donors.
- Coordinating/organizing volunteer duties including duties assigned to persons completing community service.
- Daily sales floor safety check.
- Following all store policies and procedures.

Requisite Skills

- Able to work independently and under supervision.
- Routing/scheduling and/or logistics experience preferred.
- Ability to project a friendly and positive image of Habitat for Humanity.
- Comfort with making cold calls in person and by phone.
- Attention to detail and able work with numbers.
- Knowledge of Habitat for Humanity – Chaffee County a plus.
- Knowledge of fair market values of new and used donations.
- Superior customer service skills.
- Able to supervise volunteers with a wide range of skills and abilities
- Good computer skills with knowledge of Microsoft Windows and Office.

Physical Requirements

- Able to lift up to 50 pounds, work standing or walking for a full work day, and be capable of performing outside duties under all weather conditions.

Benefits

- 20% discount offered at the store

**To apply for this position, submit cover letter and resume to
Jill Nall, Executive Director, at info@chaffeehabitat.org.**

Position open until filled.