



Job Title: ReStore Sales Associate and Cashier

Department: ReStore

Reports To: ReStore Manager

Prepared Date: 7/15/2026

FLSA Status: Full-Time, Hourly

Pay Rate: \$17.50 per hour

A rate of \$18.00 will be offered to bilingual (fluent in both Spanish and English languages) applicants.

Habitat for Humanity is committed to building the Beloved Community (<https://www.habitat.org/beloved-community>) in the workplace. Please read more about our commitment and HFHSV as an equal opportunity employer on our website: www.stvrainhabitat.org/employment-opportunities

Position Summary

The Part-Time Sales Associate is a non-supervisory role responsible for providing excellent customer service on the sales floor and cashiering duties. This position supports daily store operations by helping customers find products, answering questions, maintaining merchandise presentation, and accurately processing sales transactions. The Sales Associate works as part of a team to create a welcoming shopping environment.

Essential Duties and Responsibilities

Cashiering

- Accurately process sales transactions using the point-of-sale system.
- Follow established cash-handling procedures and store policies.
- Provide friendly and efficient checkout service to customers.

Customer Service & Relations

- Greet customers warmly and assist them throughout the purchasing process.
- Maintain a professional, friendly, and helpful attitude at all times.
- Answer basic questions about products, store policies, and Habitat for Humanity ReStore, referring more complex questions to appropriate staff.
- Support a positive shopping experience that reflects Habitat for Humanity's mission.



Sales Floor Support

- Create a welcoming and inclusive environment for customers and team members.
- Assist customers in locating merchandise and making purchasing decisions.
- Help maintain organized, clean, and well-stocked sales floor areas.
- Assist with loading customer purchases when appropriate and within personal safety limits.

Daily Store Operations

- Assist with general opening or closing tasks as assigned (non-keyholder).
- Participate in routine cleaning and upkeep to maintain a safe and clean store environment.

Volunteer Interaction (Support Role)

- Welcome volunteers and help direct them to assigned areas or tasks.
- Assist volunteers with basic questions and ensure they know who to contact for guidance or support.

Additional Responsibilities

This job description is not intended to be all-inclusive. Employees may be required to perform other related duties as assigned to meet the ongoing needs of the organization. This includes but is not limited to:

- Assisting colleagues within the department or collaborating with other departments as needed.
- Participating in occasional group activities or events.
- Contributing to shared cleaning duties and maintaining a clean and safe work environment.
- Taking on new tasks and responsibilities as they arise.

Esta descripción del puesto no pretende ser exhaustiva. Se podrá requerir que los empleados realicen otras funciones relacionadas según se asignen para satisfacer las necesidades continuas de la organización. Esto incluye, entre otras cosas:



- *Asistir a compañeros dentro del mismo departamento o colaborar con otros departamentos cuando sea necesario.*
- *Participar en actividades o eventos grupales ocasionales.*
- *Contribuir a las tareas de limpieza compartidas y mantener un ambiente de trabajo limpio y seguro.*
- *Asumir nuevas tareas y responsabilidades conforme surjan.*

Qualifications

- Ability to provide friendly, professional customer service in a retail environment.
- Basic math skills and attention to detail for handling cash and processing transactions accurately.
- Comfort standing, walking, and performing light physical tasks throughout a shift, including lifting or moving merchandise within safe limits.
- Strong interpersonal and communication skills with a positive, team-oriented attitude.
- Ability to follow instructions, store policies, and safety procedures.
- Willingness to learn new tasks and adapt to changing daily needs.
- Reliability, punctuality, and flexibility to work part-time hours, including weekends or evenings as needed.
- Previous retail or customer service experience preferred but not required.
- Bilingual English and Spanish highly preferred.

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

Interested candidates should speak with Julie Gallegos at 303.682.2485, or submit a resume and cover letter to Julie Gallegos at jgallegos@stvrainhabitat.org. Please include "Sales Associate" in the subject line. Applications will be reviewed on a rolling basis until the position is filled.