

Reports to: Store Manager

Hours: 20+ hours per week

Position Description:

The Associate position's primary responsibility is to greet and assist customers and donors, answer questions and provide information about the ReStore and about the Nevada County Habitat affiliate. The Associate is also responsible to process the customer sale transactions in an efficiently and courtesy manner and to work closely with the Store Manager on various duties, including processing donations, stocking, cleaning, organizing, and other duties as needed.

Primary Responsibilities:

1. Greet customers by phone or in person, provide assistance as needed
2. Ensure reduced wait times for customers in line to pay for items
3. Know and be able to explain the layout of the ReStore and range of inventory on hand
4. Operate a cash register to document sale of merchandise
5. Process cash, credit card, and check transactions with accuracy, following established procedures for each type of sale
6. Maintain and balance cash drawers at the end of each day
7. Maintain an orderly and clean check out area
8. Bag or package sold items as needed
9. Directing pricing and operation questions to designated staff
10. Assisting with processing donations for sale: cleaning, pricing, stocking items on shelves, and cleaning and organizing areas of store
11. Exhibit positive working attitude at all times by demonstrating respect for fellow workers, volunteers, donors, and customers

Qualifications and Experience

- Position requires a high school degree or equivalent
- Familiar with computer technology related to Point of Sale retail systems
- Exhibit strong organizational skills, accuracy and good record keeping when dealing with financial transactions
- Demonstrated history of being a self started and the ability to respond to high standards of customer service and satisfaction
- Ability to handle customer situations with grace and composure
- Able to lift up to 15 pounds, squat, bend and stand for extended periods

JOB SPECIFICATIONS

- Education: High School diploma required.
- Work Experience: A minimum of 1 year of related experience required
- Strong organizational skills and accuracy

Email cover letter **and** resume to: restoremanager@nchabitat.org

You can also mail or drop off copies of your cover letter and resume to:

Nevada County Habitat for Humanity ReStore 12359 Loma Rica Drive, Grass Valley, CA 95945