

Nevada County Habitat for Humanity brings people together to build homes, communities and hope.

We are working together to support the life-changing mission of connecting families and communities with the transformational impact of decent, affordable homes. Support our mission and join our team!



This position's primary responsibility is to serve Restore customers and donors in the store, and in a variety of ways. Duties include greeting and assisting customers, answering questions and providing information about ReStore and about the Nevada County Habitat affiliate. This role is also responsible to process the customer sale transactions in an efficiently and courteous manner and to work closely with the Store Manager on various duties, including processing donations, stocking, cleaning, organizing, and other duties as needed. **Hourly wage range: \$16.00 - \$17.00 depending on experience. Hours: 20+ hours per week Tuesday-Saturday (Part-time)**

JOB RESPONSIBILITIES

- Greet customers by phone or in person, provide assistance as needed
- Ensure reduced wait times for customers in line to pay for items
- Know and be able to explain the layout of the ReStore and range of inventory on hand
- Operate a cash register to document sale of merchandise and bag and package sold items
- Process cash, credit card, and check transactions with accuracy, following established procedures
- Maintain and balance cash drawers at the end of each day
- Maintain an orderly and clean check out area
- Directing pricing and operation questions to designated staff
- Be able to multi-task in a fast-paced environment
- Assisting with processing donations for sale: cleaning, pricing, stocking items on shelves, and cleaning and organizing areas of store
- Exhibit positive working attitude and respect for fellow workers, volunteers, donors, and customers
- Participate in required training

PHYSICAL REQUIREMENTS

- Lifting up to 25 pounds without assistance
- Bending, twisting, reaching, pushing, pulling, and performing repetitive motions
- Standing, bending, and walking throughout shift
- Processing merchandise and moving to sales floor

QUALIFICATIONS & EXPERIENCE:

- Familiar with computer and Point of Sale retail systems
- Strong organizational skills, accuracy, and good record keeping
- Experience moving, packing, shipping or receiving a plus
- Reliable, dependable, responsible and professional employee
- Willingness to learn and support Mission of Nevada County Habitat for Humanity
- Foster and contribute to a positive team-oriented work environment
- Experience with best practices of customer service and satisfaction
- Ability to handle customer and donor situations with grace and composure

JOB SPECIFICATIONS

- Education: minimum High School diploma
- Computer: Computer literacy, email, Microsoft Suite, and internet search engines

TO APPLY:

Email resume to restoremanager@nchabitat.org or drop off at ReStore: 12359 Loma Rica Dr.