



ReStore Associate

REPORTS TO: ReStore Manager

POSITION SUMMARY: Assists the ReStore Manager and other Associates in overall ReStore operations, with direct responsibility for donation receipt, processing, and display of items as well as backroom operations. Represents ReStore as primary donation ambassador, operating donation vehicles to orchestrate pickups or deliveries. Internally assists in oversight of work-study students, special program workers and volunteers. Works with customers in person and on phone and operates cash register as needed. Provides operational oversight of safety-related processes, performs needs assessments, and follows through with implementation of guidelines. This position works 40 hours per week.

RESPONSIBILITIES:

Skills and Experience

- Driven to enhance the mission of the organization
- Knowledge of home improvement & home décor materials
- Demonstrate organizational skills and ability to multitask
- Ability to provide direction and support to others
- Ability to work well and communicate effectively with individuals from diverse backgrounds
- Ability to establish, foster and maintain effective working relationships with staff, volunteers and the public
- Demonstrate problem solving skills and ability to work under pressure
- Ability to complete deliveries and pick-ups in timely and safe manner
- Perform other related duties as required
- Organize the inventory to continually improve efficiency
- Control the movement, repair, pricing, and recycling of donated merchandise
- Ability to work independently and as part of a team
- Knowledge of construction tools and materials preferred
- Valid driver's license with good driving record required
- Forklift training and experience preferred, but not required

Competencies

- As the work is done both in the ReStore and out in the public, the right candidate must be ok with frequent exposure to the elements throughout every season.
- While the bulk of time will be spent standing/walking on cement surfaces, the right candidate should be ok bending, kneeling, and reaching - often in awkward or tiring positions. They should also be ok walking on uneven surfaces such as ladders or stairs. They should be able to safely lift up to 75 lbs.
- This position requires a background and/or security check and may be subject to drug screenings.

Brookings Area Habitat for Humanity is an equal-opportunity employer. We seek to employ and assign the best qualified personnel for all of our positions in a manner that does not unlawfully discriminate against any person because of race, color, religion, gender, marital status, age, national origin, physical or mental disability, sexual orientation, veteran/reserve and National Guard status, or any other status or characteristic protected by law.