POSITION SUMMARY

The ReStore, at Houston Habitat for Humanity, sells new and gently-used furnishing and renovation materials at great prices with the proceeds used to support our mission to help families build a brighter future through affordable home ownership. The ReStore is open Monday-Saturday 9am-6pm. Job duties to include: Cleaning, sorting, organizing, and assist in pricing and tracking donations in the ReStore. Support ReStore staff in accepting donations from the community, greet customers and provide excellent customer service to donors who are inquiring about making donations. Support staff will assist in lifting object weighing up to 40 lbs. Assist in ensuring a strong volunteer and donor experience in the ReStore. Must be able to successfully perform duties in areas that are not climate controlled. May interact with a high volume of customers. Will work with and assist diverse groups.

PRIMARY RESPONSIBILITES

1. General office duties
2. Assisting customers with their purchases
3. Greet and assist donors with their donations and issue donation receipts
4. Assist with loading and unloading of material
5. Cleaning facility and displays
6. Provide general information related to the department
7. Record maintenance, preparation and review of forms, data entry
8. Provide handouts and/or forms to customers
9. Check out equipment
10. Work with diverse groups

REQUIRED QUALIFICATIONS

- High School Diploma or Equivalent

KNOWLEDGE SKILLS AND ABILITIES

- Customer service
- Interpersonal skills
- Organizational skills
- Analytical and problem solving skills
- Communication skills (written and/or oral)
- Working knowledge of general office procedures and practices
• Ability to multi-task
• Proficiency with one or more office software (Word, Excel, PowerPoint, Access)

USE OF EQUIPMENT AND MACHINERY

• Pushing or pulling carts or other such objects
• Lift objects weighing up to 40 lbs.
• Standing for two or more hours
• Use small office equipment including copy machines or multi-line phone system
• Use computer for word processing