



## JOB DESCRIPTION

<b>Position:</b> Part-Time Retail Sales Associate	<b>Department:</b> ReStores/ReStore Support
<b>Reports To:</b> Operations Manager	<b>Employment/FLSA Status:</b> Part-Time, Non-Exempt

### Position Overview:

The Retail Sales Associate (RSA) uses knowledge of products, ReStore policies and home improvement to assess the needs of customers and donors and to provide needed assistance. RSAs, in coordination with volunteers, maintain the in-stock condition of assigned areas and ensure that it is safe, clean and shoppable.

### Essential Job Functions and Responsibilities:

- Assist customers with purchases, product questions, donation drop-offs, and loading purchases.
- Be familiar with the ReStore Mission, products and layout, along with Habitat Metro Denver's programs to answer customer questions and offer shopping solutions.
- Champion the ReStore Rewards program to all customers both on the sales floor and at checkout
- Successfully operate point of sale, fork lift and other equipment as required (training provided)
- Help load and unload donations on ReStore box trucks; co-pilot on donation pickups as requested
- Stock, clean, price and repair donated items; clean and maintain interior and exterior of store as needed
- Maintains a positive, team-oriented relationship with peers, supervisors and key volunteers
- Direct volunteers in various store activities, including accurate completion and maintenance of paperwork and facilitation of volunteer orientation
- Other duties as assigned

### KNOWLEDGE, SKILLS, ABILITIES:

- Able to follow directions to complete tasks and achieve team goals
- Self-motivated and able to work independently; strong critical thinking and abilities to problem solve
- Dependable and punctual
- Proven basic math abilities as it relates to home improvement and retail sales
- Proficient skills using computer based programs. Willingness to learn new programs as required
- Adaptable to a dynamic environment with unexpected changes to priorities
- Bilingual (English and Spanish), though not required, is highly preferred

### EDUCATION, EXPERIENCE:

- High school education/GED
- Knowledge and experience: retail sales, thrift, home improvement and/or construction preferred

### PHYSICAL REQUIREMENTS NECESSARY TO PERFORM THIS JOB:

- Ability to use large ladders
- Lifting /carrying minimum of 50 lbs. frequently
- Bending, twisting, climbing, reaching or other similar activities as required.
- Ability to maneuver typical store obstacles
- Willingness to work weekends, evenings and holidays, being flexible when needed and attend meetings/trainings as scheduled

### WORK ENVIRONMENT AND CONDITIONS:

- Must continuously stand or walk on cement surfaces and traverse a retail store; Work time is spent between all areas of ReStore
- Majority of day working in a retail environment where doors may be open causing drafts and temperature changes. It can be dusty and noisy, and donor vehicles and forklifts may emit gas or other fumes
- Some time spent at a computer for training and other employment related matters
- A Motor Vehicle Report (MVR) may be required for insurance purposes

**Base Rate:** Starting at \$13.00/hour, commensurate based on applicable experience.

Interested applicants should submit resume and cover letter to [HRRecruiting@habitatmetrodenver.org](mailto:HRRecruiting@habitatmetrodenver.org).