

**Position: Seasonal ReStore Associate****Reports To:** ReStore Director/Manager/Donation Manager**Status:** Non-Exempt, Full Time/Part Time**Rate:** \$15-17

**Habitat ReStore:** The Habitat ReStore is a nonprofit business specializing in the resale of new and gently used building materials and supplies at a steep discount (50-75% below retail) to directly benefit Lancaster Lebanon Habitat for Humanity's efforts to build, rehab and repair homes in partnership with low to moderate-income families.

**Function:** Collect in-kind contributions from donors, deliver them to the ReStore, and assist with processes to ensure their sale. Tasks include, but are not limited to, recovering donations, loading and unloading, assisting customers, and processing donations by evaluating, pricing, and merchandising.

**POSITION SUMMARY:** The successful candidate will do considerable light and heavy lifting (50+ lbs) moving and arranging furniture, cabinets, etc. Manage the ReStore's social media presence by making live videos, posting photos of merchandise, and responding to customer inquiries. Additionally, this position will provide customer service and will require significant interaction with management and the general public. This position may be asked to ride with the Donation Ambassador on the ReStore box truck for the purpose of picking up donations from private residences and businesses. Work may require climbing ladders, considerable standing, bending, kneeling, and reaching in awkward and tiring positions.

**Responsibilities****Operational**

- Performs job tasks and duties in accordance to all safety procedures
- Upholds store and customer service policies, guidelines and procedures
- Load and unload donated material while screening for product usability
- Pick-up donations, using Habitat for Humanity vehicles
- Prepares store displays and shelving for stocking as directed by Management
- Exhibit positive working attitude by demonstrating respect for fellow workers, donors and customers
- Communicate with donors, volunteers and shoppers the mission of Habitat and our current projects
- Able to adjust to different job duties/tasks quickly throughout the ReStore to provide support as needed

- Performs additional task as assigned by the ReStore Director and/or the Manager

## **Required Skills and Experience**

- Must have a high school diploma or G.E.D.
- Able to operate light equipment such as pallet jacks, dollies, and hand trucks
- Ability to spend majority of the day standing or moving about ReStore
- Ability to lift 50+ lbs., stand, squat, bend, and climb
- Knowledge of furniture moving techniques helpful
- Retail, service, and/or moving experience helpful
- Experience driving a box truck helpful
- Dependable, motivated, and good problem-solving skills
- Ability to relate well to a variety of people
- Excellent customer service skills, friendly and outgoing personality
- Willing to understand and communicate the LLHFH mission and ReStore's role in accomplishing the larger goal
- Interest in working with a fast-paced nonprofit making a difference in our community
- May be required to pass a background check.
- **Performs other related duties and assignments as directed.**

Please send cover letter and resume to [jobs@lancasterhabitat.org](mailto:jobs@lancasterhabitat.org)

*Habitat for Humanity is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, age, religion, sex, sexual orientation, marital status, national origin, or disability*