

## **JOB DESCRIPTION: ReStore Associate**

Reports to: ReStore Manager

**PURPOSE:** This position is responsible for assisting with the day-to-day operations of the HFH ReStore outlet.

### **PRIMARY DUTIES AND RESPONSIBILITIES**

#### **A. ReStore Donations**

- Assist with all aspects of the donation cycle including screening products against acceptable donation policy and product recall notices, cleaning, testing, pricing and stocking items on the sales floor.
- Provide donors with receipts and process paperwork in a timely manner.

#### **B. Assist with Day-to-Day Activities Within the Store.**

- Assist customers with questions, purchases and donations throughout the store and checkout station.
- Assist manager with stocking and reorganization of store displays.
- Monitor metal recycling efforts.
- Other duties as assigned.

#### **C. Facility Maintenance**

- Keep accurate donation records including thorough and proper recording of donation receipts.
- Perform daily maintenance, cleaning and safety checks of all store facilities including retail sales floor, back room processing areas, restrooms, storage areas and staff break room.
- Notify store manager immediately of any safety or maintenance issues.

### **REQUIREMENTS**

This individual must understand and appreciate the mission of HFH. Qualified candidates will possess the ability to organize and prioritize tasks, strong communication skills, and the ability to work independently or as part of a team. Candidates should exhibit professionalism, courtesy for others and the ability to work with a wide variety of people and situations. Previous retail experience preferred but not required. A sense of humor is appreciated.

### **PHYSICAL DEMANDS**

Ability to stand for extended periods of time, to move and handle boxes of merchandise, furniture, and fixtures over varied terrain including stairs and through doorways, entails lifting at least 100 pounds, assisted, and may experience frequent bending, squatting, lifting and repetitive motion. This position will occasionally be exposed to extremes in weather (e.g., heat, cold, wind, rain, etc.).

### **CERTIFICATES, LICENSES AND REGISTRATIONS**

First Aid certification helpful, but not necessary

Forklift certification helpful, but not necessary