



**Position: Customer Service Representative - Part-Time**  
**Reports to ReStore Manager**

**SUMMARY:**

The ReStore customer service representative is responsible for maximizing sales and providing excellent customer service while adhering to all the organizational standards, policies and procedures. This role's primary responsibilities will be to serve as a cashier and to organize and restock the sales floor. This requires the ability to stand for extended periods of time without assistance. Support customers with purchases at the register to ensure a positive shopping experience, which includes answering product related questions, such as product price, features, and discounts.

**ESSENTIAL JOB FUNCTIONS:**

- Welcome customers as they enter the ReStore
- Perform all duties with a positive attitude
- Cash handling and credit card transactions with accuracy and integrity
- Maintain cleanliness and safety of the sales floor and cashier work area
- Collect customer data for volunteer opportunities and monthly E-Newsletter
- Attend and participate in store meetings and training sessions
- Opening and closing procedures for the cash register
- All other duties as assigned

**QUALIFICATIONS AND SKILLS:**

- Be an ambassador of the Habitat Program
- Excellent communication skills
- Always present a professional image
- Mathematical and problem solving skills
- Enthusiasm and commitment to always provide excellent customer service
- Schedule Flexibility
- Answer ReStore telephone calls during business hours
- Must be able to lift 20+ pounds

Please send Resume to [clintoncorestore@yahoo.com](mailto:clintoncorestore@yahoo.com). No phone calls please.