



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

SUMMARY:

The ReStore customer service / donations representative is responsible for maximizing sales and providing excellent customer service while adhering to all the organizational standards, policies and procedures. This role's responsibilities will be to serve as a cashier and to organize and restock the sales floor as well as work in the warehouse assisting in the donation process. 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/donors as they enter the ReStore or the donation center
- 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, cashier work area and donation center
- 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
- Screen all donations to ensure items are acceptable and sellable according to the guideline set forth in the donation manual
- Distribute donation receipts
- Clean and sort donated items
- 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 50+ pounds

Please send Resume to clintoncorestore@yahoo.com. No phone calls please.