

Habitat ReStore Associate Job Description
Part time – 14 hours per week (Thursday - Saturday)

Play a key role in raising the funds that build affordable housing, and increase awareness of Habitat's mission in Bennington County

Bennington County Habitat for Humanity in Manchester, VT is a not-for-profit retail store that sells new and used furniture, building materials, home goods, and more that have been donated to raise funds for Bennington County Habitat for Humanity's Homeownership and Home Repair programs. Bennington County Habitat for Humanity is an Equal Opportunity Employer and actively seeks a diverse pool of candidates for each position.

Position Summary:

The ReStore Associate promotes understanding and awareness of the Bennington County Habitat for Humanity mission in the ReStore and the community. The Associate reports to the ReStore Manager.

Key Responsibilities:

- Provide support to the ReStore Manager in the management of day-to-day store operations.
- Provide customer service-oriented decision making in a professional manner
- Assist with store layout and merchandising.
- Lead and train staff on proper pricing structures.
- Provide onsite supervision of staff and volunteers.
- Ensure a safe environment for staff, shoppers, donors, and volunteers.
- Train staff on various work functions, processes and customer service.
- Engage customers and provide excellent customer service.
- Collaborate with the ReStore Manager and Volunteer Coordinator to effectively engage, train, and retain volunteers.
- Supervise daily product flow, ensuring donations are handled with care and efficiency.
- Monitor quality of donations received through drop offs
- Maintain store cleanliness.
- Enforce all BCHFH and ReStore policies fairly.
- Handle customer complaints when necessary.
- Marketing support for social media platforms, in-store promotions and special events.

Requirements:

- Integrity, credibility, commitment to Habitat's mission.
- Ability to relate to people with diverse backgrounds.
- At least one year of experience in retail, resale, or hospitality industries.
- Effective written and oral communication skills.
- Ability to execute social media strategies, on a variety of platforms, and assistance with maintaining interaction and communication with audiences.
- Keen attention to detail.
- Creative self-starter with ability to work both independently and with other staff and volunteers.
- Ability to provide direction to other staff and volunteers.
- Physical ability to complete work on the job site or in the store/warehouse, even during inclement weather.
- Able to safely move and lift up to 50 lbs.
- Proficiency with Google Docs.
- Retail merchandising or other décor/design experience preferred.

Compensation:

- \$16-\$18 per hour depending on experience