

Reports To: ReStore Manager

Direct Reports: Store Volunteers

Summary:

The ReStore Warehouse Coordinator is responsible for supervising the sales floor and receiving area. S/he will supervise volunteers, screen donations, interact with and assist customers, and ensure a smooth flow of product from intake to post-sale. Specific responsibilities include:

Primary Responsibilities

1. Work with the recognition that the ReStore is often one's first impression of Habitat for Humanity, provide excellent customer service and treat all persons with dignity and respect.
2. Screen donations from potential donors.
3. Ensure that donations are properly cleaned, measured, priced and/or marked.
4. Maintain work flow of the processing space.
5. Organize the work lists and projects for the store volunteers.
6. Be available to assist volunteers, answer questions, and monitor the supplies volunteers use in the store.
7. Help Store Manager count out the register at the end of the sales day.

Secondary Responsibilities

1. Keep sales floor organized.
2. Support work of volunteer coordinator in giving site orientations to new volunteers
3. Back up the cashier when necessary
4. Help determine the twice a month in-store sales
5. Attend staff meetings twice per month
6. Maintain legible donation receipt records

Required Skills / Experience / Physical Requirements

- Reliable and trustworthy
- Able to work independently and under supervision
- Able to effectively communicate with people from different backgrounds
- Good problem solving and decision making skills
- Effective time management and organizational skills.
- Previous retail or customer service experience
- Knowledge of building materials helpful
- Ability to up to seventy-five pounds occasionally and fifty pounds on a regular basis.

Work Hours

Wednesday through Saturday

Compensation

\$12 per hour, pro-rated Paid Time Off and holidays.

Apply

Send resume by February 10, 2012 to Steve Baker, ReStore Manager at restore@habitatlacrosse.org. No phone calls or drop-ins, please.