Position: ReStore Associate (Salem Area)

Department: ReStore

Reports to: ReStore Director

Status: full-time; non-exempt

Compensation: $16/hour

**About Us:** Habitat for Humanity of the Mid-Willamette Valley revitalizes neighborhoods, builds affordable and sustainable homes, and empowers families through successful homeownership. Habitat for Humanity of the Mid-Willamette Valley is an independent affiliate of Habitat for Humanity International, a global home building movement and top private home builder in the country. By providing affordable housing, home repairs, and volunteer opportunities, the organization has transformed millions of lives, helped stabilize communities and fostered economic vitality in the region. We believe that everyone deserves the opportunity to reach their full potential, and that starts with a stable and healthy place to call home.

**Note to Candidates**: We are committed to building a diverse and inclusive organization and we are most interested in finding the best candidate for the job, and that candidate may be one who comes from a less traditional background. Position Overview: The ReStore Associate processes donated items that will be sold in our store. This position is Salem based. Responsibilities include understanding donation acceptance criteria, understanding of product placement, and customer service. All employees are expected to perform all work safely, efficiently, and effectively, and to use polite and respectful communication with staff, volunteers, donors, and customers.

**Key Responsibilities**

* Train volunteers to complete ReStore tasks.
* Greet donors and inspect donations; accept items that meet our guidelines and decline those that do not.
* Clean and price donations; place priced items on the sales floor.
* Clean and organize all store and receiving areas, including break and rest rooms, and outdoor areas.
* Greet and assist customers in the store, including loading purchased items, measuring items, and answering questions.
* Cashier and assist in opening and closing of store.
* Answer phone.

**Required Knowledge, Skills, and Experience:**

* Work as a team with staff and volunteers, following the lead and direction of senior staff.
* Maintain a clean and organized work environment.
* Use tools and equipment, such as a forklift, pallet jacks and dollies to move donations.
* Follow and enforce safety requirements with other staff and volunteers.
* Adapt to a changing work environment; learn new operations skills as program develops.
* Ability to safely use equipment to maneuver large loads.
* Ability to safely lift over 50 pounds on an ongoing basis, with mechanical assistance and/or a team lift.
* Knowledge of appropriate attire and neat appearance for work environment.
* Communication skills for sharing Habitat’s and ReStore’s mission and purpose and interacting effectively with people of diverse backgrounds and varied languages.
* Time management skills, including timely arrival for shifts, taking appropriate breaks, and accuracy in reporting hours.
* Other duties as assigned, including taking a leadership role as needed.

**Minimum requirements:**

* Any qualifying combination of education, certification, and experience that demonstrates the ability to perform the duties of the position.
* Experience volunteering and/or managing volunteers**.**

**Work Environment and Physical Demands**

This job operates in an open, warehouse retail environment. This position is very active and requires standing, walking, bending, kneeling, stooping, climbing, and lifting throughout the entire workday This employee must frequently lift, move, and/or load items over 50 pounds with mechanical assistance and/or a team lift.

**Schedule**

* 40 hours a week, possible weekends

 **Benefits:** We offer a comprehensive benefits package that includes:

* Health insurance (medical, vision, alternative care, prescription)
* Dental insurance
* Generous paid time off
* 3% matching 403(b) Simple IRA plan
* Short-term & long-term disability insurance
* Life insurance
* Employee assistance program

**How to Apply:** Submit the following materials to: Vicki Dickerman-Curry at vicki@salemhabitat.org

* Cover letter addressing why you are interested in working for Habitat for Humanity
* Resume
* Three professional references

Habitat for Humanity of the Mid-Willamette Valley hires a workforce representative of the communities we serve, understanding that a diverse workforce strengthens our organization. We value diversity and support a positive and welcoming environment where all employees can thrive. Habitat for Humanity of the Mid-Willamette Valley is an equal opportunity employer and seeks to employ and assign the best qualified personnel for all our positions in a manner that does not unlawfully discriminate against any person because of race, color, religion, gender, marital status, age, national origin, physical or mental disability, sexual orientation, veteran/reserve national guard status, or any other status or characteristic protected by law.

**Note**: This job description is intended as a guideline only and does not limit in any way the duties or responsibilities of any employee. Nothing herein shall be construed as a contract of employment, expressed or implied. All employment is terminable at will, with or without cause. Employment is contingent on passing a background check.