

## POSITION PURPOSE

This position will 'wear many hats' for the purpose of building an extraordinary donor, volunteer and shopper experience in the Loudoun Habitat ReStore. Responsibilities will include: handling customer sales transaction, pricing store merchandise, managing merchandise displays, working with volunteers, , handling donation pick-ups, loading and unloading donations from ReStore trucks and donors' vehicles.

## PRIMARY DUTIES AND RESPONSIBILITIES

- Serve as an ambassador for the ReStore when interacting with donors, shoppers and volunteers.
- Ensure cleanliness of store by assisting with activities related to providing a clean and safe workplace and shopper experience.
- Handle all aspects of receiving donations at the store including donation screening and donor communications.
- Follow strict guidelines to manage a safe work/shop space in the warehouse, sales floor, donation area and dumpster.
- Provide outstanding customer service to shoppers, donors, and volunteers
- Assist with daily loading and unloading of customers' store purchases.
- As a team, manage a smooth and organized donation process that includes cleaning, pricing and stocking of merchandise in a timely matter to minimize merchandise time in the warehouse and to maintain a safe warehouse space.
- Under the direction of the Store Manager and Volunteer Coordinator, support volunteers by providing needed training and supervision on day-to-day transaction.
- Other duties as assigned.

## REQUIREMENTS

- Understand and appreciate the mission of LHFH and how the ReStore supports this mission.
- Strong problem-solving skills
- Demonstrated ability to work in a fast-paced team environment multi-task and work independently
- Strong communication skills that allow for a calm and professional demeanor when dealing with many types of individuals in varying situations.

**Full-time position with a 40-hours per week schedule. Work hours will include Monday – Friday, 8:30 a.m. – 5:00 p.m. and Saturday 8:30 a.m. – 5:00 p.m. 2 Saturdays a month are required.**

## PHYSICAL DEMANDS

Required to lift at least 50 pounds on a regular basis and experience frequent bending, squatting, lifting and repetitive motion. This position will occasionally be exposed to extremes in weather (e.g., heat, cold, wind, rain, etc.).

## **EXPERIENCE**

A minimum of 2-years of related experience preferred. References will be required.

## **CERTIFICATES, LICENSES AND REGISTRATIONS**

## **COMPENSATION**

Competitive pay with benefits package that includes medical insurance, 401K, paid holidays and paid vacation.