



Job Title: ReStore Sales Associate
Reports to: ReStore Floor Sales Manager
Classification: Non-Exempt
Location: 6161 610 South Loop East, Houston, TX 77087

ESSENTIAL FUNCTIONS:

1. Ensure that each customer receives outstanding guest service by providing a customer friendly environment, including greeting & acknowledging every guest, maintaining outstanding standards, solid product knowledge & all other components of customer service
2. Maintain an awareness of all product information and merchandise promotions
3. Recommend, select, help locate merchandise and place special merchandise orders
4. Assist in display maintenance/processing/replenishing merchandise; participate in receiving and monitoring floor stock/floor moves
5. Adhere to all company policies, procedures and practices, pricing, and loss prevention
6. Assist customers with carry outs when needed or help getting merchandise to the register if needed
7. Assist with inventory counts
8. Assist in coordination of volunteer duties
9. Assist in maintaining neat, organized aisles
10. Properly document any broken or damaged items. Obtain written permission from Store Manager to dispose of any items.

EDUCATION, EXPERIENCE AND SKILLS REQUIRED:

- Minimum of six months experience in sales floor setting.
- Intermediate working knowledge of MS Office programs.
- Good interpersonal skills, along with excellent customer service skills.
- Ability to work with little supervision and take responsibility for own actions.
- Ethical conduct.
- Good attendance and punctuality a must.
- Sense of community service and helping others
- High school diploma or GED

PHYSICAL DEMANDS:

- This position is very active and requires use of tools, standing, walking, bending, kneeling, stooping, crouching, crawling, and climbing all day. Able to use ladders safely.
- *Must be able to lift up to 50lbs. on a regular basis.*

- Operate ReStore equipment such as pallet jacks, forklifts, etc. in a safe manner.
- Occasional exposure to outside weather conditions (hot, humid, rain, and cold)

Expected Hours of Work

ReStore schedule requires working on Saturdays

ReStore hours are 8:00am-5:00pm Monday-Saturday.

Closed on Sunday

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

To apply for this position, please email your resume to:

bbaildon@houstonhabitat.org

Please include the title “sales associate” in the subject line.

No phone calls please.

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