



every family

needs a foundation to build a future.

We build strength, stability, and self-reliance through shelter.

Job Description - January 16, 2018

Title: ReStore Sales Associate

Reports to: ReStore Manager

Position Summary:

- Responsible for increasing retail sales at Habitat ReStore, which allows Flower City Habitat for Humanity to continue building homes, community, and hope in Rochester
- Requires a balance of retail savvy and compassion to create a profitable ReStore while exemplifying Habitat's mission, vision, and values

Essential Duties and Responsibilities:

- Provides leadership assistance and direction for all daily ReStore activities; including donation intake, warehouse, retail floor, customer service, sales, and volunteer activities
- Meets established revenue goals and optimizes levels of production within budgeted expense levels
- Help reconcile and align sales, inventory, and pricing plans to achieve financial objectives
- Manage inventory utilities, including point-of-sale system
- Proactively motivate and maintain effective relationships with staff and volunteers to:
 - Collaborate with the team to ensure consistency of information
 - Cultivate and maintain deep connection to Habitat mission, vision, and values
 - Cultivate and maintain relationships and processes for engaging, impactful, and positive volunteer experiences

Knowledge, Ability, and Skill Requirements:

- Ability to be agile and thrive in a donation and volunteer-based retail environment
- Ability to create and communicate mission-based objectives
- Strong planning and organizational skills
- Excellent logical analysis, problem-solving, and decision-making skills
- Proficient in Microsoft applications including Excel, Outlook, PowerPoint, and Word

Education and Experience Requirements:

- 1+ years of experience in successful staff or volunteer management
- 2+ years of experience in retail sales, home improvement retail a plus





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This job description in no way implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employee(s) will be required to follow any other job related instructions and to perform any other job related duties requested by any person authorized to give instructions or assignments.

Schedule, Compensation, and Benefits:

- The typical schedule for this position is 40 hours per week. 5 days per week between Monday through Saturday, and between the hours of 8am and 7pm.
- This position offers an hourly pay rate of \$12.
- This full-time position offers health and dental insurance, twenty paid days off (10 paid holidays, 10 days flex PTO), retirement, and other benefits.
- Each day, you'll be coming to work supporting not only yourself and your own family, but opportunities for our neighbors to build strength, stability, and self-reliance through homeownership.

Interested Applicants:

To apply, please email the following to restore@rochesterhabitat.org

- Compelling cover letter
- Current resume

Applications will be accepted until position is filled. Candidates will be contacted for interviews on a rolling basis. No phone calls please.

