

RESTORE SALES ASSOCIATE

Reports To: ReStore Manager

Department: ReStore

Location: Hanapepe

Pay Scale: starting at \$15/hour.
based on experience

Employment Status: Full-time

FLSA Status: Non-Exempt

Work Schedule: 40 hours per week.

Tuesday – Saturday

SUMMARY

The ReStore Sales Associate is responsible for assisting in the day-to-day operation of the ReStore. Must be able to interact comfortably and smoothly with all kinds of individuals and remain consistent in maintaining a professional demeanor as well as promoting the mission and values of Kauai Habitat for Humanity.

General duties are outline below; however, it should be noted that this job description is not an exhaustive list of duties:

Job Description:

- Responsible for sales transactions using our POS system. Includes opening and closing of register daily.
- Responsible for receiving and processing incoming donations, and able to discern which materials are complete and sellable.
- Responsible for Merchandising said donations. Organize and set up inventory as it is processed in a safe, orderly, and appealing manner.
- Customer service – Assist customers with merchandise as needed.
- Responsible for keeping the store clean and organized.
- Clean & test small appliances, and other equipment, assuring safety and function.
- Candidate will work with, and direct, volunteers whenever needed.
- Will perform other duties as directed by store management.

Job Requirements

- Organized and self-directed.
- Ability to work as a team player in cooperation with staff and volunteers.
- Courteous, friendly with excellent customer service skills



JOB DESCRIPTION

- Ability to read and comprehend written instructions and communicate both orally and in writing effectively.
- Basic computer skills that include word processing and web-based searches.
- Ability to lift at least 25-50 lbs. on a regular basis with frequent bending, squatting, and lifting.
- Must understand and appreciate the mission of Habitat for Humanity.

Work Environment:

- Extended periods of standing and/or walking
- Work environment is not in a fully enclosed area which is subject to dust and other elements.

QUALIFICATIONS

Education and Experience:

High School graduate

REQUIREMENTS

- Required U.S. work authorization (without sponsorship).
- Dependable transportation.
- Ability to pass a pre-employment drug screen.

Kauai Habitat for Humanity is an Equal Opportunity Employer. As a Federal grantee, Kauai Habitat follows and adheres to the Drug Free Workplace Act. Pre-employment drug screening is required. Criminal background check and Sex Offender Registry check may also be required. Pay is dependent upon experience.

Contact person: Nicole Jacintho, Director of Human Resources & Administration
Emails only to: jobopenings@kauaihabitat.org

NO PHONE CALLS

TO APPLY: Submit resume by email only to: jobopenings@kauaihabitat.org