

Back End Associate

Job Description

Habitat for Humanity of Dutchess County (HFHDC)

Title: ReStore Clerk Assistant

Reports to: Back End Supervisor, Back End Assistant Supervisor

Works collaboratively with: ReStore Staff and volunteers

About Habitat ReStore: ReStore is a home goods resale store that accepts donations and sells home goods to the public at a fraction of the retail price. Proceeds of items sold at ReStore directly support the mission of Habitat; to build safe, decent and financially sustainable housing.

Job summary: Reporting to the Back End Supervisor and Assistant Supervisor. Responsible for day-to-day typical retail related responsibilities and operations of HFHDC ReStore, focusing on donation intake and processing including but not limited to; removal of items from vehicles, cleaning of items, pricing of items, working with volunteers, supporting Back End Supervisor and Back End Assistant Supervisor.

Responsibilities:

Volunteers: Work with volunteers to successfully assist customers with donation intake processes

Staff: Work with staff to ensure a safe work environment is in place, donation intake process is followed

General: Ensure donors and volunteers have positive experience, Assist supervisors to complete designated tasks, greet donors, Other duties as assigned

Required Education, Experience, Knowledge and Skills:

Understand and commit to Habitat Mission

Strong customer service skills required

Must be professional in appearance and good ambassador of the Habitat brand.

Demonstrates problem-solving skills and ability to work under pressure

Ability to work well and communicate effectively with individuals from diverse backgrounds

Ability to establish, foster and maintain effective working relationships with staff, volunteers and the public.

Ability to work weekends and evenings when needed

Ability to prioritize tasks

Ability to do heavy lifting up to 75 lbs

High School Diploma or GED

Must have ability to pass Criminal Background Check

Benefits

Offered: Health Care Plan, Paid Time Off, Paid Holidays

Available: AFLAC, Dental Plan Coverage

Rate of Pay: Starting at \$17.50

Note: The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. All employees may have other duties as assigned at any time. This company is an at will employer and allowed by NYS law. This means that regardless of any provision in this application, if hired, the company may terminate the employment relationship at any time for any reason with or without cause.