



Position: ReStore Sales Associate

Work Hours: PART-TIME, 16 to 24 hours per week

Days/Hours: Must be available to work Saturdays, 8am to 4:30pm; other days/hours can vary

Pay Scale: \$9-11 per hour, depending on experience

Habitat for Humanity of Greater Centre County (HFHGCC) brings people together to build homes, communities and hope. The ReStore, HFHGCC's home improvement retail outlet, generates revenue through the sale of donated and reclaimed building materials and supplies. All proceeds support HFHGCC's work in Centre County.

The ReStore Sales Associate is an exciting opportunity for an organized, energetic and personable individual.

The ReStore Sales Associate will be directly responsible for:

- Interacting positively with donors and customers
- Assisting donors/customers with loading/unloading materials
- Assisting with retail operations, including operating the cash register
- Assisting with pricing and inventory in-take
- Refreshing and restocking inventory
- Maintaining cleanliness and safety of all areas of the ReStore
- Managing volunteers in various tasks

Qualified candidates should have a can-do attitude, demonstrated record of dependability, responsibility and follow-through, and meet the following criteria:

- **Physical Requirements:** Able to lift up to 50 pounds; perform heavy manual tasks; work standing or walking for a full work day; and be capable of performing outside duties in all weather conditions
- **Experience:** Previous retail experience in hardware/building supply/home improvement (preferred)
- **Skills:** Superior customer service; operate cash register with proficiency; use basic office equipment (phone/copier); and strong organization and communication

To apply for this position, please submit a cover letter and a completed Application for Employment to jill@habitatgcc.org or (814) 353-2394 [fax]. Please no walk-ins or phone calls. Only candidates meeting all position qualifications will be considered. More information about Habitat for Humanity of Greater Centre County can be found at www.habitatgcc.org. Applications will be accepted until the position is filled.

Habitat for Humanity of Greater Centre County is a Drug-Free Workplace. This position is subject to a criminal background and credit check, periodic DMV checks for driving record and valid driver's license, and drug and alcohol testing. We reserve the right to make employment contingent upon successful completion of all checks and testing.

Equal Opportunity Policy: Habitat for Humanity of Greater Centre County is dedicated to a policy of equal opportunity. We will give fair and equal treatment to all employees and applicants for employment. It is the policy of Habitat for Humanity of Greater Centre County to prohibit discrimination or harassment of any type and to afford equal employment opportunities to employees and applicants, without regard to race, color, religion, sex, national origin, disability, genetic information, sexual orientation, marital status, age, or veteran status as protected by law. This policy applies to all employment practices and personnel actions, including compensation, recruitment, and opportunities for advancement.