



Customer Service Associate – PART TIME

Hamilton, NJ

Position Summary:

Habitat for Humanity ReStores are nonprofit home improvement stores and donation centers that sell new furniture, appliances, home accessories, building materials and more to the public at a fraction of the retail price. ReStores are independently owned and operated by local Habitat for Humanity Affiliates. Proceeds are used to help build strength, stability, self-reliance and shelter in local communities and around the world.

As a Restore Customer Service Associate you will work as a team with store management, Donation Processing/Merchandising Associates and Drivers to facilitate the completion of all store level tasks. You will perform a variety of tasks related to different departments of ReStore including cash register, Home Decor Merchandising, Furniture, Building Materials, and other store related areas and functions.

This position requires lifting and moving large appliances, furniture, boxes, pallets and other goods from loading docks into the store and moving them around the store.

Classification: Non Exempt

Compensation: \$13.00 per hour starting wage

Primary Duties and Responsibilities:

- Proactively assist all customers shopping at ReStore.
- Operate the cash register, scan items, bag merchandise and make/provide change for purchases.
- Work with store management to meet daily and weekly sales goals.
- Stock and refill register area inventory. Including keeping the area clean and actively putting things in their place.
- Greet customers and provide an enjoyable shopping experience for all customers.
- Use dollies, forklift (if certified), hand trucks, pallet jacks to move donated and priced merchandise out to the sales floor.
- Merchandise goods on the sales floor. This includes putting up signage. Creating signage if necessary.
- Complete daily organizational/cleaning task such as:



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of Burlington and Mercer Counties

- Cleaning out donation processing area
- Maintain a safe working environment
- Develop planograms, vignettes and work with management to develop creative ways to sell donated merchandise
- Cleaning, dusting, mopping and emptying trash in all the areas of the store
- Perform the following physical behaviors continuously throughout their shift: standing, walking, handling, reaching horizontally, reaching above the shoulder, grasping firmly and pushing buttons.
- Use Personal Protective Equipment where necessary.
- Follow all safety standards and regulations as per Employee Handbook.

Qualifications

- Knowledge of retail sales and/or retail experience.
- Work is performed in a retail/warehouse environment.
- Ability to lift 50 pounds.
- Ability to spend majority of the day standing or moving about ReStore. Work may include considerable standing, lifting, bending, kneeling, and reaching

To Apply:

Please send resume, cover letter, and salary requirements to Yvonne Howard, Human Resources Manager at yhoward@hfhbmc.org

For more information about Habitat for Humanity Burlington and Mercer Counties, visit: www.hbhmc.org