



## Customer Service Associate/Warehouse Associate

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Habitat for Humanity Burlington and Mercer Counties

Location: Maple Shade & Egg Harbor - NJ

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/Warehouse Associate requires a fast-paced and motivated candidate to perform daily responsibilities of unloading items from trucks and preparing them for the ReStore sales floor; working independently and in teams to accomplish the daily mission; and being able to read instruction manuals to assemble items. 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.

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The ReStore hours are from Monday to Sunday, 9 am to 6 pm.

### ***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. Respond to customer requests in a timely manner.
- 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.
- Routine inventory counts on all goods on the Sales floor.
- Create tags, print tags, laminate tags and restock tags as necessary.
- Maintain an effective working relationship with ReStore staff, volunteers, Habitat homeowners and ReStore customers.
- Complete daily organizational/cleaning tasks.
- Cleaning out donation processing area.
- Merchandise Donated goods on Sales Floor.
- Maintain a safe working environment on and off the truck.
- Perform the following physical behaviors continuously throughout their shift: standing, walking, handling, reaching horizontally, reaching above the shoulder, grasping firmly and pushing buttons.

- Complete indoor housekeeping functions including cleaning, dusting, mopping and emptying trash in all areas of the store. Work with a variety of cleaning supplies and chemicals. Some functions will require the use of a ladder
- Must be able to complete other duties as assigned by ReStore Management.

***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 the majority of the day in the warehouse
- Ability to spend majority of the day standing or moving about ReStore. Work may require climbing ladders, considerable standing, lifting, bending, kneeling, and reaching.
- Forklift Certification is a plus. (Not required.)
- Successful background clearance required.

***Habitat for Humanity is an Equal Opportunity Employer***

***Job Type:*** Full-time, Non Exempt

***Pay Range:*** \$14 - \$15 per hour

**INTERESTED?** Contact Deepa Govindaswamy at [dgovindaswamy@hfhbmc.org](mailto:dgovindaswamy@hfhbmc.org) or call (856) 272-4880