

**Job Title:** Retail Associate

**Position Location:** Charlottesville, Virginia

**Reports to:** Habitat Store Manager

**Employment Type:** Full-time, Exempt-Professional, Hourly. Includes weekends and occasional evenings.

**Organizational Background:**

Habitat for Humanity of Greater Charlottesville is a non-profit organization that brings people together to build and rebuild homes and communities, so that everyone in Charlottesville can have a decent place to live. We are deeply committed to working in respectful partnership with community members to support healthy neighborhoods. The Habitat Store will be based out of the Habitat Store location at 1221 Harris St., Charlottesville, VA.

**Role:**

The Retail Associate is tasked with processing donations and supporting retail operations of the Habitat Store. Pay rate is \$12.49/hour.

**We are looking for someone who has the following:**

- Experience in retail environment
- Outgoing, friendly, positive and “can do” attitude
- Ability to consistently lift 75 lbs. and be on feet for long periods of time in extreme temperatures
- Professional demeanor and attitude
- Excellent communication skills
- Sensitivity to people from multiple cultures and backgrounds

**Preferred, but not required experience:**

- Experience working with volunteers and ability to supervise them effectively
- Experience working in both warehouse and sales floor setting
- Experience moving large items and operating a pallet jack
- Driver’s license

**Things you will do in this position:**

- Screen drop-off donations for acceptability
- Professionally and efficiently unload donations or load customer purchases
- Provide exceptional customer service
- Habitat Store technology support & training
- Organize and properly merchandise items on sales floor
- Effectively supervise volunteers as needed
- Provide friendly & excellent customer service on sales floor
- Adhere to safety procedures and ensure a safe environment for customers, donors, volunteers and staff
- Adhere to all store policies & procedures
- Perform other duties as assigned by Warehouse Manager, Store Manager or Operations Manager

**Habitat for Humanity of Greater Charlottesville is an equal opportunity employer and does not discriminate against any employee or applicant for employment because of race, color, sex, age, national origin, religion, sexual orientation, gender identity, status as a veteran, basis of disability or any other federal, state or local protected class. If you are asked to interview and require modifications, please let us know.**