

Job Title: Retail Associate

Position Location: Charlottesville, Virginia

Reports to: Habitat Warehouse Manager

Employment Type: Part-time, Exempt-Professional, Hourly, Temporary. May includes some evenings and weekends.

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. This is position is a temporary position, anticipated to run through the end of August 2019. Pay rate is \$11.00/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
- Work with volunteers to maintain and update database information
- 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. Women, minorities, and people with disabilities are encouraged to apply. If you are asked to interview and require modifications, please let us know.