

## EMPLOYMENT OPPORTUNITY

Posted date: 03/12/2020  
Closing date: open until filled  
Early submission encouraged!

**Position:** STORE ASSOCIATE  
**Location:** Beaverton ReStore  
**Reports to:** Store Manager  
**Position Type:** Part-Time, Non-Exempt  
**Compensation:** \$13-\$15, commensurate with experience. Plus part-time benefits including vacation and sick leave; holidays; matching retirement plan; store discount; and a great team of coworkers!

*Are you interested in reuse? Committed to keeping good stuff out of our landfills? Ready to do meaningful work that directly supports affordable housing in the Metro area? Do something you can believe in while earning a paycheck: **Join our Beaverton ReStore team!***

*Our ReStores are a key source of funds in helping us build more Habitat for Humanity homes. Donated building materials, furniture, appliances, lighting fixtures, and other home goods are accepted and then sold to the public at a fraction of regular retail prices. There is never a dull day at our fast paced, exciting stores. All kinds of wonderful people make up our eclectic community - people like you who care about the environment and support affordable housing. Learn more about our stores here: [pdxrestore.org](http://pdxrestore.org).*

### POSITION SUMMARY

Store Associates are responsible for working with their store team of members and volunteers to manage all aspects of day-to-day retail operations as needed and directed by leadership. A typical shift involves loading and unloading vehicles, guiding volunteers, cashiering, and providing customer service. Store Associates are expected to perform all tasks safely, efficiently, and effectively, and to use polite and respectful communication with staff, volunteers, and customers.

### KEY RESPONSIBILITIES

- Customer service excellence, including greeting and assisting customers, loading and measuring items, answering questions, and cashiering
- Greet donors, accept and inspect donations that meet our criteria, and decline those that do not
- Train volunteers to complete tasks, and support them with reviews and follow-up
- Clean and price donations
- Stock merchandise on the sales floor
- Clean and organize the store, including receiving areas, break rooms, rest rooms, and outdoor areas
- Manage opening and closing of the store

### REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Skill in working in a team with staff and volunteers, following the lead and direction of leadership
- Ability and desire to maintain a clean and organized work environment
- Time management skills, including managing donation flow urgency and timely arrival for shifts

## EMPLOYMENT OPPORTUNITY

- Ability, or willingness to learn, to correctly and safely use tools and equipment, such as a forklift, pallet jack, and dolly
- Knowledge of, and desire to follow, safety requirements as well as the ability to ensure that store team members do the same
- Knowledge of, or willingness to learn, communication tools, such as telephone, email, and 2-way radio
- Ability to adapt to a changing work environment, and learn new operations skills as program develops

### MINIMUM REQUIREMENTS

- One year customer service experience

### PREFERRED QUALIFICATIONS

- High school degree or equivalent
- Experience volunteering

### WORK ENVIRONMENT AND PHYSICAL DEMANDS

- This job operates in an open, warehouse retail environment
- This position is very active and requires consistent standing, walking, bending, kneeling, stooping, crouching, crawling, and climbing
- This employee must frequently lift, move, and/or load items over 50 pounds with mechanical assistance and/or a team lift

### SCHEDULE

- 20 hours/week; flexible, one weekend day required
- Store hours: 10am-6pm Sunday - Saturday

### HOW TO APPLY

Submit the following application materials to [Employment@HabitatPortlandMetro.org](mailto:Employment@HabitatPortlandMetro.org) with “**Store Associate** - (Your Full Name)” in the subject line:

- Cover letter, including why you are interested, your qualifications, and how you heard about this opening
- Resume, including dates of employment (month and year)
- Three references, at least two professional

*Habitat for Humanity Portland/Metro East hires a workforce representative of the communities we serve, understanding that a diverse workforce strengthens our organization. We value diversity and support a positive and welcoming environment where all employees can thrive.*

*Habitat for Humanity Portland/Metro East is an equal opportunity employer and seeks to employ and assign the best qualified personnel for all our positions in a manner that does not unlawfully discriminate against any person because of race, color, religion, gender, marital status, age, national origin, physical or mental disability, sexual orientation, veteran/reserve national guard status, or any other status or characteristic protected by law.*