

The mission of Habitat for Humanity of Greater Pittsburgh is to bring people together to build homes, communities, and hope in Allegheny County. The ReStore supports this mission by generating revenue through the sale of donated materials and household items to support the affiliate.

Habitat Pittsburgh is seeking a Retail Associate responsible for product processing, material movement, sales floor needs, and patient, personal assistance, which helps shoppers feel confident making purchases for their homes. This position will be a key component to our team at the Habitat Pittsburgh ReStore as the position is designed to enhance the customer and donor experience.

Essential functions of the position are as follows:

- Greet and assist customers and donors with a friendly and helpful attitude.
- Help maintain the flow of donated and purchased products through the loading dock, processing area and sales floor; and assist in keeping the dock and intake area clean.
- Price merchandise according to ReStore policy.
- Set and merchandise the sales floor in a clean, safe, and organized manner.
- Supervise and work with volunteers to support the ReStore's objectives.
- Support the sales team by answering phone calls giving clear and friendly feedback to customers who have questions or comments about the ReStore or Habitat for Humanity of Greater Pittsburgh in general.
- Cashier, completing transactions through the POS system as needed.
- Support the logistics team by assisting on residential and commercial donation pickups as needed.
- Requires handling heavy items which may include loading/unloading large items in and out of vehicles
- Receiving and processing a broad range of donations from furniture and appliances, building materials and household goods and décor.
- Building Customer relationships that are essential to our success.
- Other tasks or duties as needed to support the ReStore team.

ADDITIONAL QUALIFICATIONS

- Support of Habitat for Humanity's Mission
- Required Skills/Experience
 - Cash register operations
 - Ability to lift up to 50 pounds several times daily
 - Ability to work a flexible schedule with a wide variety of people, including volunteers with differing levels of motivation, experience and from different races, faiths and backgrounds
 - Friendly and courteous with excellent customer service skills
 - Understanding all safety procedures
 - Ability to adapt to ever changing situations while maintaining a positive attitude
- Education
 - Associate or bachelor's degree preferred

PAY RATE AND HOURS:

Pay range: \$15+ per hour depending on experience

Category: Non-exempt, hourly

Standard hours: Tues-Sat 8:00-4:00

TO APPLY: Qualified candidates should e-mail a resume and cover letter to employment@pittsburghhabitat.org.