Habitat for Humanity® of Washington, D.C. & Northern Virginia

We build **strength, stability, self-reliance,** ***and*** **shelter**.

JOB POSTING

POSITION TITLE: ReStore Warehouse/Sales Associate

EMPLOYMENT TYPE: Full time, Non-Exempt, 40 hours per week

SCHEDULE: Scheduled to be determined based on business requirements

COMPENSATION: The hourly range for this position is $18/hour, commensurate with experience and qualifications.

REPORTS TO: ReStore Manager - Alexandria

POSITION OVERVIEW

Habitat for Humanity of Washington, D.C. & Northern Virginia (Habitat DC-NOVA) seeks an individual to join our Alexandria ReStore team as a ReStore Warehouse Associate.

The ReStore Warehouse/Sales Associate is an important member of the ReStore team, helping to maximize sales while providing excellent customer service and donor assistance. This position requires a positive attitude, effective organization and time-management skills, and an affinity for working with diverse groups of people.

Compensation and Benefits

Habitat DC-NOVA strives to foster a collaborative, support, and flexible work environment with a dynamic and passionate team that is committed to creating affordable homeownership opportunities for everyone.

The hourly rate of this position is $18 per hour. This is a full-time 40-hour per week position. Compensation commensurate with experience and qualifications. We offer a competitive salary and benefits package including healthcare benefits, vision benefits, dental benefits, life and disability insurance, retirement savings plan with an employer contribution, generous paid time off, and more.

About Habitat DC-NOVA

Habitat for Humanity of Washington, D.C. & Northern Virginia (Habitat DC-NOVA) believes that everyone deserves a safe, decent, and affordable place to call home. We help families with low and moderate incomes build strength, stability, and self-reliance by creating and preserving affordable homeownership. While we are best known for building and selling affordable homes, we do so much more: we repair existing homes, mobilize and advocate in support of pro-housing policies and solutions, provide homeowner financial education, and engage thousands of volunteers across the region. Our work brings together local families, community partners, volunteers, faith-based organizations, companies, and individuals to serve families in need of shelter. Habitat DC-NOVA launched in 2022 when DC Habitat and Habitat NOVA combined to become a single, regional organization. You can learn more about our work at habitatdcnova.org.

Essential Duties

- Engage donors and customers in a helpful and respectful manner with a positive attitude
- Demonstrate understanding of policies and procedures for safety protocols for all staff assignments as well as the loading / unloading and organization of merchandise
- Processing in-person donations from Habitat donors and unloading Habitat donation trucks daily
- Communicate with Donations Coordinator for screening for acceptability of donations when donors call or bring in donations following established guidelines
- Perform daily cleaning and organization of all areas, in and around the ReStore, to be best displayed and free and clear of safety hazards
- Oversee volunteers as needed, making their experience meaningful
- Participate in store meetings and training sessions as required by ReStore Manager
- Other duties as assigned by ReStore management

The above statements are intended to describe the general nature and level of work being performed by the individual(s) assigned to this position. They are not intended to be an exhaustive list of all duties and responsibilities held by this position. Responsibilities may change over time. In addition, reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of this position.

Qualifications

- Excellent customer service and communication skills when interacting with Habitat staff, volunteers, ReStore customers, and donors
- Experience in warehouse environment, preferably Retail (minimum 1 year preferred)
- Ability to spend majority of the day standing or moving about ReStore. Work may require climbing ladders, considerable standing, bending, kneeling, and reaching in awkward positions

- Knowledge of P.O.S. systems and basic computer skills
- High school diploma or equivalent
- Must be 18 years of age or older (to meet our insurance requirements)
- Must be able to safely lift and position up to 50 pounds
- Familiarity with and commitment to Habitat's mission, methods, principles, and structure.
- Must pass Criminal Background Check and Sexual Offender Check

To Apply

Please submit a resume and cover letter with your desired salary to John Cuevas at hr@habitatdcnova.org. Include "**ReStore Warehouse/Sales Associate**" in the subject line. You may also apply online via our postings.

Habitat for Humanity of Washington, DC & Northern Virginia is an Equal Opportunity Employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran, or disability status.