**POSITION DESCRIPTION**

Job Title: ReStore Associate

Status: Full-time

Benefits: Health, PTO, Simple IRA, LT/ST/Disability/life

Salary: 12.00 to 16.00 per hour DOQ and retail experience

**Position Purpose**

This position is responsible for the day-to-day operations of the ReStore with an emphasis on donation management.

**Primary Duties and Responsibilities**

* Greet and assist donors and customers
* Manage flow of receiving room
* Screen donations from donors and enforce requirements respectfully
* Clean, sort, price and stock donations
* Ensure all products have all the parts and are in working order prior to placing on the sales floor
* Process donations and sold merchandise following safety policies
* Manage items in sold holding room
* Process donation sheets and keep in assigned area
* Assist with maintenance of the building and grounds (mowing, snow removal, sweeping, dusting, etc.)
* Participate in staff meetings

**Volunteer Management**

* Manage volunteers who staff the store – ensure volunteers have an opportunity for meaningful service work
* Work with volunteers to ensure tasks are completed as needed
* Manage the daily/weekly “to-do” list.

**Professional Merchandising**

* Maintain a friendly shopping environment with creative displays
* Assist in ensuring an attractive and convenient layout of the sales floor
* Organize and update merchandise displays
* Monitor merchandise – make sure all items are priced
* Work with ReStore Manager to update pricing
* Maintain a clean and organized sales floor
* Work with ReStore Manager to update pricing

**Policy/Procedures**

* Open and close store according to established procedures
* Document any difficulties, needed repairs, or other important information for the ReStore Manager to address
* Ensure that safety protocols are followed and make suggestions for further safety improvements as needed
* Recommend new procedures as needed
* Ensure compliance with all asset protection policies and procedures and report problems to Manager immediately
* Report known or suspect security and/or theft problems (internal and external)
* Able to lift 50 pounds at a time
* Able to stand on one’s feet and walk for long periods of time
* Other duties as assigned and required