

Job Description

POSITION

ReStore Intern

POSITION PURPOSE

The ReStore Intern position is an educational, hands-on job created to train individuals who are seeking to gain retail and customer service experience at Habitat for Humanity East Central Ohio's (HFHECO) resale store ReStore.

WORK WEEK:

The ReStore Intern is a part-time, non-exempt position with HFHECO. Interns will work 25-30 hours per week between the hours of 9:30am-6:30pm, Tuesday-Saturday.

REQUIREMENTS

The ReStore Intern must understand and appreciate the mission of HFHECO. Qualified candidates must also:

- Be between the ages of 16 and 24
- Be flexible to work on several different types of jobs
- Be able to work in a fast paced environment
- Have the ability to work well with others whether volunteers, partner families, or other staff members
- Be proactive, self-motivated, reliable and enthusiastic
- Possess a strong desire to learn and ability to follow instructions
- Possess an absolute commitment to job safety
- Maintain a professional appearance and attitude at all times

PRIMARY DUTIES AND CORE RESPONSIBILITIES

A. ReStore

- Clean donated items: furniture, appliances, lamps, etc. before being placed on display
- Help maintain a clean and orderly store
- Help set display merchandise in an orderly manner
- Ensure ReStore policy and procedures are closely followed in the donation area and the showroom floor.
- Ring up customer purchases
- Keep register area clean, organized, and stocked with supplies
- Answer the telephone and provide ReStore information, directions, and meet caller's needs
- Communicate with other staff regarding load-outs and donations
- Must be aware of emergency procedures
- Help unload donated items
- Assist customers with loading any purchases into customer vehicles

B. Other

- Be a positive representative for the Habitat ministry
- Assist with all aspects of ReStore's Online Store.
- Assist with marketing efforts (photography, content writing, etc)
- Fill in wherever needed in the Habitat ministry (warehouse, construction, offices, etc)



- Other duties as assigned

PHYSICAL DEMANDS

ReStore Associate – Intern must be able to lift a minimum of 25 lbs. and have the ability to spend the majority of the day moving. Work may require bending, kneeling, navigating steps, and reaching in awkward and tiring positions.