



Company Overview: At Habitat for Humanity of South Central New Jersey, Inc. (*HabitatSCNJ*), we are builders who work alongside, not for others. We are driven by accountability and defined by our belief that everyone deserves a decent place to live. HabitatSCNJ aims to support our mission of putting faith into action through partnering with families in need and volunteers to transform lives through decent and affordable housing. *For more information about HabitatSCNJ visit <https://www.HabitatSCNJ.org/>.*

Customer Service Associate / Cashier

Job Classification: Non-Exempt

Hours: Full Time 40 hours per week (9am to 6pm **OR** 8am to 5pm). Weekend availability is required for the position.

Compensation: \$16.20 / hr. plus Benefits

Location: Maple Shade **OR** Hamilton - NJ

As a Restore Customer Service Associate/Cashier, you will work as a team with the store management, warehouse associates, and drivers to facilitate the completion of all store level tasks. This position also serves as a Warehouse Associate. You will perform a variety of tasks related to different departments of the ReStore including cash register, merchandising, furniture, building materials, storage, warehouse and other store related areas and functions.

This position requires lifting and moving large appliances, furniture, boxes, pallets and other goods from loading docks into the store and moving them around the store.

Primary Duties and Responsibility include but not limited to -

- Assist all customers shopping at ReStore.
- Operate the cash register, scan items, bag merchandise and make/provide change for purchases.
- Work with store management to meet daily and weekly sales goals.
- Stock and refill register area inventory. Including keeping the area clean and actively putting things in their place.
- Greet customers and provide an enjoyable shopping experience for all customers. Respond to customer requests in a timely manner.
- Use dollies, forklift (if certified), hand trucks, pallet jacks to move donated and priced merchandise out to the sales floor.
- Merchandise goods on the sales floor. This includes putting up signage. Creating signage if necessary.
- Routine inventory counts on all goods on the Sales floor.



- Create tags, print tags, laminate tags and restock tags as necessary.
- Maintain an effective working relationship with ReStore staff, volunteers, Habitat homeowners and ReStore customers.
- Complete daily organizational/cleaning task such as:
 - Cleaning out donation processing area.
 - Merchandise Donated goods on Sales Floor
 - Maintain a safe working environment on and off the truck
 - Develop Planograms, Vignettes and work with management to develop creative ways to sell donated merchandise.
- Perform the following physical behaviors continuously throughout their shift: standing, walking, handling, reaching horizontally, reaching above the shoulder, grasping firmly and pushing buttons.
- Complete indoor housekeeping functions including cleaning, dusting, mopping and emptying trash in all areas of the store. Work with a variety of cleaning supplies and chemicals. Some functions will require the use of a ladder
- Use Personal Protective Equipment where necessary.
- Must be able to complete other duties as assigned by ReStore Management.

Requirements:

- High School Diploma, Associates or Bachelor's degree in any field is preferred.
- 2 years plus years of experience in a similar role required.
- 1-3 years of customer service experience/warehouse experience is a plus.
- Knowledge of retail sales and/or retail experience.

Knowledge, Skills, and Abilities:

- Exceptional customer service experience.
- Work is performed in a retail/warehouse environment.
- Ability to lift 50 pounds.
- Ability to spend the majority of the day in the warehouse.
- Ability to spend majority of the day standing or moving about ReStore. Work may require climbing ladders, considerable standing, lifting, bending, kneeling, and reaching.
- Forklift Certification is a plus. (Not required.)

Benefits: This position is eligible for medical, dental, vision, simple IRA, vacation time, sick time, and company holidays.

Employment: There is no minimum period of employment guaranteed or implied by acceptance of an employment offer. It is the policy of the company that even exempt positions are governed by the needs of the agency, which means that employment is for no specified term and either the company or the employee, may terminate that employment at any time.



EEO: *Habitat for Humanity of South Central New Jersey, Inc. is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.*