

RESTORE ASSOCIATE JOB DESCRIPTION HABITAT FOR HUMANITY OF GRAYSON COUNTY, TEXAS

RESTORE MISSION: The ReStore is a non-profit business specializing in the resale of new and gently used building materials and home improvement items to the public. Our mission is to:

- Provide additional funding to our affiliate in order to serve more families in our community.
- Serve a broader base of the low-income community by providing low-cost building materials.
- Provide good stewardship of sustainable resources in the community, preventing tons of material from overwhelming local landfills.

Proceeds from the sale of donated items at the ReStore directly benefit Habitat for Humanity of Grayson County's efforts to build, rehab and repair homes in partnership with low to moderate income families in Grayson County. 10% of our proceeds will be tithed to assist international Partner Families.

REPORTS TO: Habitat ReStore Manager

DIRECT REPORTS: Volunteers

DUTIES:

- Create excellent customer service interactions with all donors, shoppers, and volunteers.
- Be a helpful and knowledgeable Ambassador to all donors, shoppers, and volunteers of the ministry and operation of Habitat for Humanity of Grayson County and Habitat for Humanity International.
- Complete ongoing training assigned by the ReStore Manager to be able to explain how the ReStore proceeds impact Grayson County and partner families internationally.
- Encourage interested persons to apply to become a Partner Family.
- Project a cheerful, helpful, positive attitude at all times to all donors, shoppers, volunteers & staff.
- Practice all safety guidelines and correct any unsafe environments in the ReStore or parking lot.
- Walk through the ReStore at least twice an hour to clean & organize it & re-stock items as needed.
- Complete any tasks specifically assigned by the ReStore Manager.
- Learn and be able to run the Point of Sale system in order to check out customers' purchases.
- Assist with loading, unloading, sorting, and cleaning new dropped off or picked up donations.
- Monitor any security issues and notify the ReStore Manager of concerns.
- Answer the ReStore phone promptly and resolve callers' questions. If call is to request a donation pick up, record all information necessary to complete the ReStore's Donation Pickup Request Form.
- Keep precise and current records of hours worked and report them to ReStore Manager as directed.
- Keep precise and current records of donations received, both material and financial.
- Take the initiative in finding ways to help customers and to keep the store clean and well-run.
- Wear clean ReStore t-shirt, nametag, closed-toed shoes and long or Capri pants during work hours.
- Have the ability to lift 40 pounds.
- Experience in working in a retail setting is a plus.



ReStore Employment Application

It is the policy of Habitat for Humanity of Grayson County, Texas to provide equal opportunities to all applicants and employees without regard to any legally protected status such as race, color, religion, gender, nation of origin, age, disability, veteran status, or sexual orientation.

Applicant Information			
Last Name	First	M.I.	Date
Street Address			
City	State	Zip	
Phone	Email Address		
Date Available to Start	Social Security #		
Position Applied for	Desired Salary		
Are you a citizen of the United States? Yes <input type="checkbox"/> No <input type="checkbox"/>		If not, are you authorized to work in the US? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Have you ever been convicted of a felony or misdemeanor? Yes <input type="checkbox"/> No <input type="checkbox"/>			
If yes, explain			

Education	
High School	Address
Did you graduate? Yes <input type="checkbox"/> No <input type="checkbox"/>	Academic Focus
College	Address
Did you graduate? Yes <input type="checkbox"/> No <input type="checkbox"/>	Degree
Other	Address
Did you graduate? Yes <input type="checkbox"/> No <input type="checkbox"/>	Degree

Previous Employment	
Company	Phone
Address	
Job Title	Supervisor's Name
Responsibilities	
From _____ To _____	Reason for Leaving
May we contact your previous supervisor for a reference? Yes <input type="checkbox"/> No <input type="checkbox"/>	

Previous Employment	
Company	Phone
Address	
Job Title	Supervisor's Name
Responsibilities	
From _____ To _____	Reason for Leaving
May we contact your previous supervisor for a reference? Yes <input type="checkbox"/> No <input type="checkbox"/>	

Previous Employment	
Company	Phone
Address	
Job Title	Supervisor's Name
Responsibilities	
From _____ To _____	Reason for Leaving
May we contact your previous supervisor for a reference? Yes <input type="checkbox"/> No <input type="checkbox"/>	

Previous Employment	
Company	Phone
Address	
Job Title	Supervisor's Name
Responsibilities	
From	To
Reason for Leaving	
May we contact your previous supervisor for a reference? Yes No	

References <i>Please list three professional references</i>	
Full Name	Relationship
Company	Phone Number
Address	Time Known
Reference	
Full Name	Relationship
Company	Phone Number
Address	Time Known
References	
Full Name	Relationship
Company	Phone Number
Address	Time Known

Disclaimer and Signature
I certify that my answers are true and complete to the best of my knowledge. If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.
I authorize Habitat for Humanity of Grayson County, Texas to contact former employers and educational organizations regarding my employment and education. I authorize my former employers, educational organizations, and those persons designated as references to fully and freely communicate information regarding my previous employment/attendance/education.
I understand that if I am contacted for an interview, I will be asked for authorization for a background check, driving record, and drug screening, and that if I am offered employment, it will be a voluntary at-will contract for both parties. I have carefully read the above disclaimers and acknowledge agreement with my signature below.

Printed Name	Date
Signature	

Application Instructions
Complete this application and scan it with a letter explaining why you would be a good fit for this position. Please email them to info@graysonhabitat.org or mail both items to Habitat for Humanity of Grayson County, PO Box 2725, Sherman, TX 75091. Incomplete applications, and applicants not following these instructions will not be considered.