

Job Title: Restore Facility Support Associate –Part-Time

Reports to: ReStore Director

Status: Hourly Paid Staff

Supervises: Volunteer Assistants and Community Service workers

Qualifications:

- Retail and Cash Handling Experience Required.
- Excellent Customer service and Communications skills.
- Experience in working with Volunteers required.
- Must possess General Knowledge of Building Materials.

Essential Duties and Responsibilities:

- Work directly with volunteers in the Restore as assigned.
- Provide excellent Customer Service
- Assist with direction of community service workers and volunteers to accomplish store maintenance and organizational tasks that are necessary to provide a safe facility conducive to volunteerism and that provide a safe and pleasant shopping experience for customers.
- Operate Cash Register as assigned and assist with Opening and Closing procedure as needed.
- Assist with Community Service Reports and Inventory Work as Assigned.
- Answer telephone as Assigned.
- Coordinate other duties as assigned by Restore Director or Manager on Duty.

Please email your resume to:

Soleil Manzo, Executive Director

smanzo@habitatnwhc.org

No calls please

Habitat for Humanity Northwest Harris County is a 501-C-3 non profit organization that has been building homes for over 20 years. With the help of 2000 volunteers, we build homes for low income, partner families in Northwest Harris County