



Habitat for Humanity of Ionia County ReStore Clerk Job Description

Job Title: HFHIC ReStore Clerk/Office Assistant - Part-time

Job summary/Duties:

Customer service and sales

- Assist customers with a helpful attitude
- Answer questions about products, pricing, and the store's policies
- Help customers load purchases
- Operate the cash register and credit card machine
- Perform opening and closing procedures for the store

Store and donation management

- Keep the sales floor clean, organized, and safe
- Organize and clean all store and receiving areas
- Greet donors and help process incoming items

Physical and other requirements

- Ability to stand for extended periods
- Ability to lift and move merchandise
- Responsible for other duties assigned by the restore manager and executive director.

Hours: 15+ per week

Reporting to: Executive Director and ReStore manager

Skills/requirements: Knowledge of retail operations and experience working in a retail setting. Financial and organizational skills. Excellent time management skills. Good communication skills and ability to interact with the general public.

Working conditions: Individual will be working in a retail setting. Heavy lifting ability required 50+lbs.

Education/Job requirements: High school diploma, valid driver's license, reliable transportation.

Contact Stacy Moore at 616-523-6899 or smoore@ioniahabitat.org for more information