JOB DESCRIPTION
www.habitatmetrodenver.org

Title: Retail Sales Associate – All Locations	**Employment Status:** Part-Time
Department: ReStores	**FLSA Status:** Part-Time, Non-Exempt
Reports to: Assistant Store Manager	

JAN 2025

Purpose Driven Teams - Work / Life Balance - Supportive Culture - Skillset Training - Pro Environment

Who You Are:
You're someone who people can rely on and you're always there when they need a helping hand. You're most comfortable in jeans and a t-shirt, don't mind getting a little dusty, value repurposing, and thrive in an energetic environment. You're looking for a new position where you can make a difference in your life, your coworkers' day, and the world. In return, you seek an organization that appreciates your individuality and supports you as a member of a diverse and talented team. People often comment how calm, creative, and efficient you are. You are seeking an opportunity to be part of something larger; more impactful. If this sounds like you, please allow us to introduce ourselves.

Who We Are:
Habitat for Humanity of Metro Denver (Habitat Metro Denver) is part of a global, nonprofit housing organization that seeks to put God's love into action by bringing people together to build homes, communities, and hope. Habitat for Humanity was founded on the conviction that everyone needs an affordable, healthy and stable place to live in dignity and safety, and that affordable housing should be a matter of conscience and action for all.

To achieve our vision of a world where everyone has a decent place to live, Habitat Metro Denver builds, renovates and sells homes in partnership with low- and moderate-income families. The organization also works with existing low-income homeowners in formerly red-lined Denver neighborhoods to do critical home repairs. Throughout our 43-year history, Habitat Metro Denver has served more than 2,500 households and is one of the top ten producers in the Habitat U.S. network nationwide.

As an advocate for policies that create and preserve affordable housing, build wealth through homeownership, and stabilize communities experiencing involuntary displacement, Habitat Metro Denver engages the community to be a catalytic force at federal, state and local levels.

How We Succeed Together:
Habitat Metro Denver's **Cultural Blueprint** highlights the specific behaviors and mindsets that support our core values and guide day-to-day decisions, behaviors, and interactions of every person within our organization.

Solid Foundations - Our mission is at the heart of everything we do. We are passionate about our work, our teams, and our relationships.

Innovative Design - We are curious. We embrace change. We take risks and initiative to address a complex social issue – housing. We exemplify grit and determination in our relentless pursuit to ensure everyone has a safe and affordable place to call home.

Open Doors - We welcome everyone. We aspire to be an inclusive organization that celebrates one humanity – where equity, diversity and inclusion are at the core of every facet of our work.

Clear Windows - We approach everyone with kindness, clarity, and transparency. We champion authenticity, illuminate our strengths, and hold ourselves and others accountable.

Supportive Structures - We have each other's backs. We collaborate. Becoming better at what we do takes all of us. By building homes and life-changing careers, we make a transformational difference in our lives and the lives of others.

POSITION OVERVIEW

ReStore teams support our mission by accepting donations and selling a constantly changing inventory of diverse, high-quality merchandise to the public at a fraction of the retail price, while diverting reusable household items and building materials from area landfills.

Sales of donated items help Habitat for Humanity partner with local families to build, rehabilitate and repair safe and affordable homes in your community and around the world — a great deal for our community and the environment!

The Retail Sales Associate (RSA) uses knowledge of products, ReStore policies and home improvement to assess the needs of customers and donors and to provide needed assistance. RSAs, in coordination with volunteers, maintain the in-stock condition of assigned areas and ensure that it is safe, clean and shoppable. May be required to float between all 4 ReStore locations.

The following reflects the organization's definition of essential functions for the job but does not restrict the tasks that may be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform essential job functions.

Locations

- Littleton Habitat Restore: 7890 W Quincy Ave, Littleton, CO 80123
- Aurora Habitat Restore: 1640 S Abilene St, Aurora, CO 80012
- Denver Habitat Restore: 70 Rio Grande Blvd, Denver, CO 80223
- Arvada Habitat Restore: 5045 N Robb Street #200, Arvada CO 80002

Essential Job Functions and Responsibilities:

- Assist customers with purchases, product questions, donation drop-offs, and loading purchases.
- Be familiar with the ReStore Mission, products and layout, along with Habitat Metro Denver's programs to answer customer questions and offer shopping solutions.
- Champion the ReStore Rewards program to all customers both on the sales floor and at checkout.
- Successfully operate point of sale, fork lift and other equipment as required (training provided).
- Help load and unload donations on ReStore box trucks; co-pilot on donation pickups as requested.
- Stock, clean, price and repair donated items; clean and maintain interior and exterior of store as needed.
- Maintains a positive, team-oriented relationship with peers, supervisors and key volunteers.
- Direct volunteers in various store activities, including accurate completion and maintenance of paperwork and facilitation of volunteer orientation.
- Other duties as assigned.

KNOWLEDGE, SKILLS, ABILITIES:

- Able to follow directions to complete tasks and achieve team goals.
- Self-motivated and able to work independently; strong critical thinking and abilities to problem solve.
- Dependable and punctual.
- Proven basic math abilities as it relates to home improvement and retail sales.
- Proficient skills using computer based programs. Willingness to learn new programs as required.
- Adaptable to a dynamic environment with unexpected changes to priorities.
- Bilingual (English and Spanish), though not required, is highly preferred.

EXPERIENCE:

- Knowledge and experience: retail sales, thrift, home improvement and/or construction preferred.

PHYSICAL REQUIREMENTS NECESSARY TO PERFORM THIS JOB:

- Ability to use large ladders.
- Lifting /carrying minimum of 50 lbs. frequently.
- Bending, twisting, climbing, reaching or other similar activities as required.
- Ability to maneuver typical store obstacles.
- Willingness to work weekends, evenings and holidays, being flexible when needed and attend. meetings/trainings as scheduled.
- Proof of COVID-19 vaccination is currently NOT required for employment.

WORK ENVIRONMENT AND CONDITIONS:

- Store hours are 10am – 6pm. Set Schedules are available at some stores.
- Must continuously stand or walk on cement surfaces and traverse a retail store; Work time is spent between all areas of ReStore.
- Majority of day working in a retail environment where doors may be open causing drafts and temperature changes. It can be dusty and noisy, and donor vehicles and forklifts may emit gas or other fumes.
- Some time spent at a computer for training and other employment related matters.
- A Motor Vehicle Report (MVR) is required for insurance purposes.

The starting hourly rate for this position is: $18.81/hour

Benefits include unpaid leave for vacation and holidays, Healthy Families Workplace Act Leave

Please send resume or work history and statement of interest to HRRecruiting@habitatmetrodenver.org for consideration.

EQUAL HOUSING OPPORTUNITY

At Habitat for Humanity of Metro Denver, we value diversity and strive to ensure that our practices and policies are equitable and inclusive. We do not tolerate harassment or discrimination of any kind. We are committed to complying with all federal, state, and local laws providing equal employment opportunities, and all other employment laws and regulations. It is our intent to maintain a work environment that is free of harassment, discrimination, or retaliation because of age (40 and older), sex, sexual orientation (including transgender status and gender identity or expression), pregnancy (including childbirth, lactation, and related medical conditions), marital status, race, national origin (including ancestry), disability, creed, religion, genetic information, HIV status, military or veteran status, or any other status protected by federal, state, or local laws. Habitat Metro Denver is dedicated to the fulfillment of this policy in all aspects of employment, including but not limited to recruiting, hiring, placement, transfer, training, promotion, rates of pay, and other compensation, dismissal, and all other terms, conditions, and privileges of employment.