**Restore Associate**

**Job Type:** Part-time

**Position Description:**

The ReStore Associate will work to ensure customers and donors have a positive experience at the ReStore, assist with ReStore volunteers and reach out to new customers and donors. This includes providing friendly customer service, assisting in loading purchases and unloading and processing donations, operating the cash register, cleaning/organizing/arranging displays, pricing items, communicating effectively with volunteers and assisting with community outreach activities.

**Specific duties include:**

- Build and maintain positive relationships with customers by providing high-quality customer service
- Answer customer questions regarding the ReStore in general and specific items
- Supervise and train community service workers and volunteers
- Guard against theft and unsafe practices (clutter, tripping hazards, falling objects, etc.)
- Operate cash register to ring up customers and reconcile cash drawer
- Develop merchandise displays
- Clean store and merchandise
- Move materials from warehouse to store floor
- Work to evaluate condition/acceptability of incoming donations
- Price materials to be sold
- Process donations and display items in a way that maximizes sales
- Ensure that all areas of the store/warehouse are safe, clean, and organized
- Work to continually improve overall appearance of our facility and maximize our efficiency
- Assist in donation pick-up
- Assist in deconstruction activities of houses that are being renovated or demolished
- Assist with community events promoting Bowling Green Warren County Habitat for Humanity and the ReStore.
- Occasionally assist ReStore truck Driver with pick-ups.

**Requirements:**

- High school diploma/GED required
- Great track record of providing excellent customer service
- Willingness to work with volunteers
- Excellent communication skills
- Effective organizational skills
- Desire to work with diverse staff and customer base
- Committed to BG Warren Co HFH mission and environmental stewardship
- Able to lift up to 50 lbs.

To apply, come to the ReStore at 1232 Adams St in Bowling Green during business hours: Tuesday – Friday 9am – 5pm or Saturday 9 – 4pm.
APPLICATION FOR EMPLOYMENT
For Personnel use only

Date of Application: _________________

Last Name: _________________________________________________________________

First: ____________________________________________________________ MI: ___

Street Address: ___________________________________________________________

City:________________________ State:______ ZIP:____________

Preferred telephone: __________________________________________

E-mail address (if available): __________________________________________

An Equal Opportunity Employer: We are an equal opportunity employer, and we do not and will not discriminate on the basis of race, religion, national origin, sex, age, handicap, marital status, sexual orientation or status as a disabled veteran. Information provided on this application will not be used for any discriminatory purpose.

EMPLOYMENT RECORD
1) Last Or Present Company:_____________________________________________________

Address:________________________________ City:___________ State:_______ ZIP:_______

Phone number:________________________

Description of Job Duties:________________________________________________________

Supervisor's Name:________________________ Phone number:____________________

Dates worked: From_________ To____________

Reason for leaving: _____________________________________________________________________

2) Last Or Present Company:_____________________________________________________

Address:________________________________ City:___________ State:_______ ZIP:_______

Phone number:________________________

Description of Job Duties:________________________________________________________

Supervisor's Name:________________________ Phone number:____________________

Dates worked: From_________ To____________

Reason for leaving: _____________________________________________________________________

P.O. Box 11115 • 1232 Adams St. • Bowling Green, KY 42101
(270) 901-0150 • Fax (270) 901-0160 • www.hfhbgwc.org
3) Last Or Present Company:__________________________________________________________

Address:____________________________________________ City:____________ State:______ ZIP:________

Phone number:______________________________

Description of Job Duties:_________________________________________________________________

Supervisor's Name:____________________________ Phone number:____________________________

Dates worked: From___________ To___________

Reason for leaving:_____________________________________________________________________

EDUCATIONAL HISTORY

High School Name: __________________________ Location: __________

Graduated: Yes _______ No _______

College/Technical/Trade School Name: __________________________ Location: __________

Graduated: Yes _______ No _______ Degree: _______________________________

MILITARY RECORD

Branch of Service: ______________________________ From _______ To _________

Present Military Affiliation: None_____ Reserve (active)_____ Reserve (inactive)______

PROFESSIONAL/WORK REFERENCES

List two past supervisors and one person who is not related to you who have knowledge of your qualifications for the position for which you are applying.

Name:______________________________________________

Title/Relationship: ___________________________________

Phone no. (include area code)__________________________

Occupation: _________________________________________

Name:______________________________________________

Title/Relationship: ___________________________________

Phone no. (include area code)__________________________

Occupation: _________________________________________
May We Contact Your Present Employer? Yes ________ No ________

Date Available: ___________________

I hereby certify that the answers and other information on this application are true and correct and that I understand any misrepresentation or omission of facts on my part will be justification for separation from the company's service, if employed. I understand that my employment may be contingent upon receipt of an alien registration number, verification of birth, and any other pertinent information bearing upon my employment, and that my continued employment depends upon the will of the company or myself.

______________________________
Signature

Date: _____________________