

## Our Towns Habitat for Humanity Job Description

<b>Job Title:</b>	Pricing Associate	<b>Department:</b>	ReStores
<b>Manager:</b>	ReStore Manager	<b>FLSA:</b>	Non-Exempt
<b>Approved By:</b>	Linda Corns	<b>Approval Date</b>	7/5/19

### Summary:

The pricing associate prepares and prices incoming donations before they are sent to the sales floor. This position also works directly with the volunteers monitoring their pricing working in accordance with policies, procedures, and the philosophy of Our Towns Habitat for Humanity Board of Directors.

### Our Towns Habitat's Expectations of All ReStore Employees:

Projects a positive and respectful attitude that represents Our Towns Habitat in a positive manner within the community at large and maintains a professional and respectful attitude when interacting with employees, customers, donors, volunteers and the public.

Obtains a working knowledge of and comply with all policies and procedures, including but not limited to, Human Resources Policies and Procedures and the ReStore Standard Operating Procedures.

Reports to work at scheduled times and maintains acceptable attendance records as outlined in Team Member Handbook.

### **Essential Duties and Responsibilities: *include the following. Other duties may be assigned.***

- Assist in the receiving of items that are dropped off when assistance is needed on the receiving dock
- Be an effective team member when working with staff and volunteers
- Keep work area clean and organized at all times
- Sort donations into appropriate categories
- Inspect, clean, and have items tested prior to being priced and set on sales floor
  - Price all prepped donations using established pricing procedures
  - Tape, bag, and containerize multiple parts that go together
  - Tag items with the price and date on all parts that go together
- Use up-to-date method to determine competitive pricing for items
- Label all merchandise appropriately before moving it to the sales floor
- Train and direct volunteers in the receiving area
  - Show them how to assist in sorting, cleaning, preparing items
  - Show them how they can assist with moving items to the sales floor
  - How to transport a large item to sold area for customer pick-up
- At the end of the day, assist on sales floor with proper merchandising of items and clean up
- Manage ReStore supplies
  - Keep an inventory of ReStore supplies and communicate to the store manager when items need to be reordered
  - Keep supplies properly organized for easy retrieval

### **Other Duties and Responsibilities:**

- Assist with other projects as directed by store manager or supervisors.
- Performs other duties as assigned and reasonably within the scope of duties enumerated above.

**Supervisory Responsibilities:** *Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include recruiting, selecting, orienting and training employees. Accomplishes staff job results by coaching, counseling, and disciplining employees; planning, monitoring and appraising job results; conducting training; implementing and enforcing policies and procedures. Develops schedules; assigning and monitoring work; implementing productivity standards, resolving operations problems, implementing new procedures.*

This position has no supervisory responsibilities.

**QUALIFICATIONS:**

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**Education and/or Experience:**

Less than high school education; or up to one-month related experience or training; or equivalent combination of education and experience.

**Language Skills:**

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

**Math Skills:**

Ability to add and subtract two-digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume, and distance.

**Reasoning Ability:**

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

**Certificates, Licenses and Registrations:**

Non-Required

**Other Skills, Abilities and Qualifications:**

- Previous retail experience is preferred
- Be dependable, reliable, honest, and trustworthy
- Be a team player that is dedicated to the mission of the ReStore
- Be friendly, self-motivated, enthusiastic, and reliable
- Ability to communicate effectively
- Provide excellent customer service
- Computer skills needed
- Ability to look up product pricing information on the internet

**Employment Conditional upon the Results of the Following:**

- Criminal background check to include: NC statewide criminal, nationwide record indicator, national sex offender registry and social security alert.
- Pre-employment drug screen.

**Physical Demands:** *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Regularly: stand; walk; use hands, fingers, handle, feel; reach with hands and arms; climb or balance; talk or hear  
Frequently: stoop, kneel, crouch crawl  
Occasionally: sit; taste or smell

Lifting requirements include regularly lifting up to 50 pounds with assistance, up to 25 pounds. Occasionally up to 100 pounds with assistance.

Vision requirements include: close and distance vision, peripheral vision and the ability to adjust focus.

**Work Environment:** *The work environment characteristics described here are representative of those an employee may encounter while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Regularly exposed to outdoor weather conditions.  
Occasionally exposed to working near moving parts, work in high, precarious places, fumes or airborne particles; toxic or caustic chemicals.

The noise level is moderate.

<b>Reviewed By:</b>			
Employee Signature:		Date:	
Print Employee Name:			
Manager Signature:		Date:	
Print Manager Name:			