



Job Description Restore Associate

Primary Role: *The ReStore Associate is responsible for sales activities and sales associate job duties, from greeting customers, answering questions, offering assistance, suggesting items, lending opinions and providing product information.*

Reports to: ReStore Supervisor and/or Director of Operations

Duties & Responsibilities:

- Assist in keeping the selling floor stocked with merchandise.
- Serves as primary cashier.
- Answer Restore phone and take messages as needed.
- Communicate with Management for the approval of any discounts more than 15%.
- Complete assigned tasks in a timely manner.
- Participate in Restore community events.
- Reconciles cash register tape to cash.
- Completes Daily Cash Reconciliation sheet.
- Inspect and clean incoming inventory and equipment for quality before storing or selling.
- Assists in keeping sales floor and merchandise organized.
- Assist in delivery/pickup of donations as needed.
- Assist in inventory checks, verify item pricing, & notify management when price adjustments are needed.
- Ensure all areas of the store, rest rooms and warehouse are clean and safe.
- Unloading truck at ReStore, following back dock guidelines.
- Clean and move priced items to the showroom floor.
- Keep warehouse clear of trash including front and back lots and warehouse office.
- Advise when supplies need to be ordered.
- Prevent (if possible) or identify any type of safety violations that may occur.
- Assist Assistant Manger in posting and selling items online and social media.
- Assist in researching price for brand name items, antiques, and collectibles.
- Assist with other tasks as requested.

Qualifications:

Excellent customer service skills. Experience in handling sales/cashier preferred. Demonstrated ability to meet objectives. Computer knowledge: Microsoft Word and Social Media.