



Habitat for Humanity of Metro Louisville ReStore

Customer Service Representative – Donor Ambassador

This is a part time position.

- Responsible for maintaining a clean and safe donation center.
- Must open/close donation area daily including locking/unlocking doors, dumpsters and locating all carts.
- Cleaning/testing (if able) incoming donations before moving them to the sales floor.
- Pricing incoming donations in accordance with our donation pricing guidelines and pricing policies before moving them to the sales floor.
- Moving tagged sold items from the sales floor to sold warehouse.
- Only accepting donations in accordance with our donations guidelines.
- Assisting customers in picking up their purchases out of the sold warehouse, and promptly filing the correct paperwork with the cashier.
- Responsible for managing/supervising a consistently evolving team of volunteers to assist in the intake and processing of donations.

- Must possess a high school diploma or GED.
- Must be willing to work a flexible schedule, including weekends.

- Must have a sincere, friendly manner and willingness to work with a team of staff and volunteers.
- Must work well under busy circumstances.
- Must desire to work with the public on a daily basis.
- Must be able to move heavy objects up to 75 lbs. on a daily basis.
- Must be able to manage/direct a team of volunteers in a busy work environment.

Salary: \$9.50 /hour

To apply, please contact Dale Douthat, Director of ReStore, at ddouthat@louisvillehabitat.org or 502.805.1417.