



TITLE: Clothing Department Assistant **EMPLOYMENT STATUS:** Part-time
SUPERVISOR: ReStore Manager

Darlington County Habitat for Humanity Hartsville ReStore

PURPOSE: The Clothing Department Assistant, in accordance with the objectives, policies and directives set forth by the affiliate Board of Directors provides assistance in the Clothing Donations Department of the Hartsville ReStore.

OVERALL RESPONSIBILITIES: Assist the Clothing Manager in the day-to-day sorting and processing of clothing donations.

SPECIFIC RESPONSIBILITIES:

- Assist in sorting, processing and replenishing donated clothing.
- Remove items left in dressing rooms and return them to their appropriate areas of the store.
- Straighten or re-hang clothing that is not displayed appropriately on hangers.
- Maintain gender and size order throughout each clothing department on the sales floor.
- Turn all clothing to face a uniform direction on the sales floor.
- Assist in floor moves, merchandising, display maintenance and store housekeeping.
- Ensure there are no hangers or store merchandise on the ground that may lead to a customer or employee accident.
- Maintain cleanliness and organization throughout the sales floor, and production area.
- Assist ReStore shoppers while in the sales floor area, ensuring each shopper receives outstanding guest service by providing a friendly environment which includes greeting and acknowledging every patron in need of assistance.
- Communicate Guest requests to management.
- Answer store phone when needed and direct calls to appropriate extensions.
- Any other duties as assigned by management.

SKILLS AND QUALIFICATIONS:

- * Ability to lift moderate weight boxes and bags of clothing. Job could entail occasional bending, kneeling and reaching, often in awkward and tiring positions. Bulk of time in the Restore will be spent standing, walking and otherwise assisting customers and donors.
- * Would be helpful to know clothing name brands. Be open to learning.
- * The ideal candidate must be dependable and have a strong work ethic.
- * Ability to work in a team environment, strong interpersonal skills, detail oriented and can work in a fast-paced environment.

Part time hourly position 20 hrs weekly. Must be able to work Saturdays and weekdays. Must have reliable transportation.

TO APPLY, PLEASE STOP BY THE OFFICE MONDAY – FRIDAY 10AM – 4PM.

NO ONLINE APPLICATIONS

PHONE (843) 383-8500 ADDRESS 120 W.Washington Street, Hartsville

Job Type: Part-time

Wage: \$9/hr