



ReStore
Fort Collins Habitat for Humanity

**ReStore
Customer Service
Associate**

Job Title: Part-Time ReStore Customer Service Associate

Department: Donations, Front End

Reports to: Department Manager, General Manager

Location: 4001 South Taft Hill Road, Fort Collins, CO 80526

Job Overview: The Fort Collins Habitat for Humanity ReStore serves as a fundraising enterprise to support Habitat's mission of providing affordable homeownership opportunities to Fort Collins families. Staff members are integral to the success of the store, and have the opportunity to work with customers, donors, and supporters from around the community. Every interaction with others can help to further Habitat's mission, and the ideal candidate is excited about this opportunity to serve others. Together, we can make HOME possible!

Job Responsibilities (include but not limited to):

- Screen and process incoming donations, including cleaning, pricing, stocking, and merchandising
- Help load customer purchases and unload incoming donations
- Accurately ring up customer transactions, including handling cash and credit card transactions
- Answer incoming phone calls and answer questions
- Help maintain cleanliness and safety of the sales floor and work areas
- Interact warmly with customers, staff, and volunteers
- Other duties as assigned by managers

Necessary Skills/Talents

- Must be able to effectively communicate, excellent people and relational skills
- Handling cash, basic math, counting skills, calculator use
- Must have knowledge of basic computer skills
- Problem solving and time management
- Dependable, loyal person strong work ethic

Physical Requirements

- Ability to stand / walk on concrete surfaces for long periods
- Ability to work in a warehouse and outdoor setting subject to heat, cold, and dust
- Ability to frequently lift / push / pull up to 50lbs.

Availability

- Must be able to work up to 28 hours per week (Tuesday through Saturday, Sundays/Mondays off)
- Must be able to work from 9:30AM – 5:00PM, 4 days a week (Tuesdays and Saturdays mandatory)



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Benefits and Compensation

- \$14.50 - \$16.50 depending on experience
- Annual PTO equivalent to the number of hours you are scheduled to work in a two-week pay period. For example, if an employee is scheduled to work 20 hours per week (40 hours per pay period), then that employee will be eligible for 40 hours PTO per year which will be accrued per semi-monthly pay period at the equivalent rate.
- Medical and family leave of absence after 12 months of continuous employment
- Paid bereavement leave
- Long term disability insurance



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To Apply: Please fill out the application found on the following page and return it, along with your resume to the ReStore at 4001 S. Taft Hill Road, or send via email to Matt Morris, mmorris@habitatstore.org

An Equal Opportunity Employer, Fort Collins Habitat for Humanity ReStore does not discriminate based on race, color, religion, national origin, sex, age, disability, genetic information, or any other status protected by law or regulation. It is our intention that all qualified applicants are given equal opportunity and that selection decisions be based on job-related factors.

Our Vision

A world where everyone has a decent place to live.

Fort Collins Habitat for Humanity Mission Statement

Seeking to put God's love into action, Habitat for Humanity brings people together to build homes, communities and hope.

About Fort Collins Habitat for Humanity

Fort Collins Habitat for Humanity is part of a global, nonprofit housing organization operated on Christian principles that seeks to put God's love into action by building homes, communities and hope. Fort Collins Habitat for Humanity is dedicated to eliminating substandard housing in the Fort Collins area and worldwide through constructing, rehabilitating and preserving homes; by advocating for fair and just housing policies; and by providing training and access to resources to help families improve their shelter conditions. Habitat for Humanity was founded on the conviction that every man, woman and child should have a simple, durable place to live in dignity and safety, and that decent shelter in decent communities should be a matter of conscience and action for all. www.FortCollinsHabitat.org

The Fort Collins Habitat for Humanity ReStore

The Fort Collins Habitat for Humanity (FCHFH) ReStore serves as a fundraising source for Fort Collins Habitat for Humanity to further its mission to eradicate poverty housing in the Fort Collins area. The ReStore accepts donations of appliances, building materials, furniture, home goods, lighting and vehicles. The items are then sold to raise funds to build homes in Fort Collins. FCHFH practices a "hand-up, not a hand-out" policy through working in partnership with modest-income families to build simple, decent and affordable homes. The FCHFH ReStore allows customers to furnish, restore or remodel their home at a lower cost than other retailers. Their purchases then enable FCHFH to build more houses in partnership with families in need, thus restoring their hope. <https://fortcollinshabitat.org/restore/>.



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APPLICATION FOR EMPLOYMENT

An Equal Opportunity Employer

We do not discriminate on the basis of race, color, religion, national origin, sex, age, disability, genetic information or any other status protected by law or regulation. It is our intention that all qualified applicants are given equal opportunity and that selection decisions be based on job-related factors.

GENERAL

Answer each question fully and accurately. No action can be taken on this application until you have answered all questions. Use blank paper if you do not have enough room on this application. **PLEASE PRINT**, except for signature on back of application. In reading and answering the following questions, be aware that none of the questions are intended to imply illegal preferences or discrimination based upon non-job-related information.

Job Applied for _____ Today's Date _____

Are you seeking: Full-time Part-time Temporary employment? When could you start work? _____

_____	_____	_____	_____
Last Name	First Name	Middle Name	Telephone Number
_____		_____	_____
Present Street Address	City	State	Zip Code

Are you 18 years of age or older? Yes No
(If you are hired, you may be required to submit proof of age.)

If hired, you will be required to furnish proof of your eligibility to work in the U.S.

Have you ever applied here before? Yes No If yes, when? _____

Were you ever employed here? Yes No If yes, when? _____

Have you ever been convicted of any law violation?
Include any plea of "guilty" or "no contest." (Exclude minor traffic violations.) Yes No

If yes, give details _____
(A conviction will not necessarily disqualify an applicant for employment.)

If employed, do you expect to be engaged in any additional business
or employment outside of our job? Yes No

If yes, give details _____

For Driving Jobs Only: Do you have a valid driver's license? Yes No

Driver's License Number _____ Class of License _____ State Licensed In _____

Have you had your driver's license suspended or revoked in the last 3 years? Yes No

If yes, give details: _____

List professional, trade, business or civic activities and offices held. (Exclude labor organizations and memberships which reveal race, color, religion, national origin, sex, age, disability, genetic information or other protected status.) _____



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LIST NAME AND ADDRESS OF SCHOOLS

Number of
Years
Completed

Diploma/
Degree/
Certificate

Subjects
Studied

High School or GED: _____

College or University: _____

Vocational or Technical: _____

What skills or additional training do you have that relate to the job for which you are applying? _____

What machines or equipment can you operate that relate to the job for which you are applying? _____



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List names of employers in consecutive order with present or last employer listed first. Account for all periods of time including military service and any periods of unemployment. If self-employed, give firm name and supply business references. **Note: A job offer may be contingent upon acceptable references from current and former employers.**

NAME OF EMPLOYER	JOB TITLE AND DUTIES	
ADDRESS	DATES OF EMPLOYMENT (MO/YR): FROM TO	
CITY, STATE, ZIP CODE	PAY: START \$	FINAL \$
SUPERVISOR(S)	TELEPHONE	Reason For Leaving
NAME OF EMPLOYER	JOB TITLE AND DUTIES	
ADDRESS	DATES OF EMPLOYMENT (MO/YR): FROM TO	
CITY, STATE, ZIP CODE	PAY: START \$	FINAL \$
SUPERVISOR(S)	TELEPHONE	Reason For Leaving
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CITY, STATE, ZIP CODE	PAY: START \$	FINAL \$
SUPERVISOR(S)	TELEPHONE	Reason For Leaving

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Have you worked or attended school under any other names? Yes No

If yes, give names: _____

Are you presently employed? Yes No

If yes, whom do you suggest we contact? _____

Have you ever been fired from a job or asked to resign? Yes No

If yes, please explain: _____

Give three references, not relatives or former employers.

Name	Address	Phone
_____	_____	_____
_____	_____	_____
_____	_____	_____

PLEASE READ EACH STATEMENT CAREFULLY BEFORE SIGNING

I certify that all information provided in this employment application is true and complete. I understand that any false information or omission may disqualify me from further consideration for employment and may result in my dismissal if discovered at a later date. I authorize the investigation of any or all statements contained in this application.



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I also authorize, whether listed or not, any person, school, current employer, past employers and organizations to provide relevant information and opinions that may be useful in making a hiring decision. I release such persons and organizations from any legal liability in making such statements. I understand I may be required to successfully pass a drug screening examination. I hereby consent to a pre- and/or post-employment drug screen as a condition of employment, if required. I understand that if I am extended an offer of employment it may be conditioned upon my successfully passing a complete pre-employment physical examination. I consent to the release of any or all medical information as may be deemed necessary to judge my capability to do the work for which I am applying.

I UNDERSTAND THAT THIS APPLICATION, VERBAL STATEMENTS BY MANAGEMENT, OR SUBSEQUENT EMPLOYMENT DOES NOT CREATE AN EXPRESS OR IMPLIED CONTRACT OF EMPLOYMENT NOR GUARANTEE EMPLOYMENT FOR ANY DEFINITE PERIOD OF TIME. ONLY THE PRESIDENT OF THE ORGANIZATION HAS THE AUTHORITY TO ENTER INTO AN AGREEMENT OF EMPLOYMENT FOR ANY SPECIFIED PERIOD AND SUCH AGREEMENT MUST BE IN WRITING, SIGNED BY THE PRESIDENT AND THE EMPLOYEE. IF EMPLOYED, I UNDERSTAND THAT I HAVE BEEN HIRED AT THE WILL OF THE EMPLOYER AND MY EMPLOYMENT MAY BE TERMINATED AT ANY TIME, WITH OR WITHOUT REASON AND WITH OR WITHOUT NOTICE.

I have read, understand, and by my signature consent to these statements.

Signature: _____ Date: _____

This application for employment will remain active for a limited time. Ask the organization's representative for details.