



## Part-time Sales/Warehouse Associate

**Location:** ReStore Leduc, 222 - 3601 82 Avenue, Leduc, Alberta T9E 0H7

**Part-time:** Monday – Saturday, 8 to 24 hours/week (8:45 AM to 6:15 PM)

**Closing date: Friday, June 5, 2026 11:59 PM**

Habitat for Humanity Edmonton (Habitat Edmonton) is a charity operating in affiliation with Habitat for Humanity Canada and Habitat for Humanity International, whose vision is to see a world where everyone has a safe and decent place to live.

As well:

- Habitat Edmonton is a registered charity that brings communities together to help families, couples, and individuals build homes, communities, and hope.
- Habitat Edmonton is one of over 40 Canadian Habitats affiliated with Habitat for Humanity Canada, who in turn is governed by Habitat for Humanity International.
- In addition to being a registered charity, Habitat Edmonton facilitates home construction, manages a portfolio of affordable homes, empowers volunteers and homeowners, and operates a social enterprise that includes six stores.

### Position

Habitat for Humanity Edmonton ReStore is seeking a **part-time Sales/Warehouse Associate**. The Sales/Warehouse Associate will interact with customers to provide information in response to questions regarding products and services at Habitat Edmonton's ReStore. They will also handle and resolve customer's complaints. Duties include all areas of store and product operations, including but not limited to receiving, pricing, merchandising, customer service, and cash operations.

### Duties and Responsibilities

The key responsibility of this position is to participate in the smooth operation of the assigned ReStore location by working alongside fellow staff and volunteers serving customers in a professional manner and in accordance with our ReStore G.U.E.S.T. promise:

- ❖ Greet: Seek out and engage customers
- ❖ Understand: ask about what brought them in and about the project they are working on
- ❖ Engage: Show respect before, during, and after the interaction
- ❖ Solve: Provide solutions for our customers or recommend another option if we are unable to meet their needs
- ❖ Thank: Show appreciation and thank the customer for thinking of ReStore

### The part-time Sales/Warehouse Associate will carry out the following duties:

- Provide excellent customer service, both in person and on the phone.
- Present a positive attitude to co-workers, volunteers and customers.
- Work in a friendly, positive way to assist customers with their purchases. This may include, but is not limited to, moving items, handling cash/sales or helping customers find an item.
- Operate cash register and handle cash and card transactions with accuracy.
- Clean, price and merchandise donations; prepare displays.
- Maintain the organization and cleanliness of the ReStore, warehouse, sea containers and the entire building inside and outside as required.
- Adhere to the organization's health and safety program.
- Assisting with tasks assigned outside regular job description.

## Qualifications

- Retail experience is preferred.
- Physical ability to work in a fast-paced environment.
- Be able to lift and move items up to 50 pounds.
- Spend the majority of the day on one's feet, standing, squatting, bending.
- Ability to work with changing priorities.
- Be motivated and self-directed but also able to accept instruction and direction.
- Preference will be given to candidates with experience in point-of-sale/cash register payments.
- Must be bondable and have a satisfactory police record check.
- Must be able to work daytime hours.
- Must be able to work on Saturdays and Sundays.
- WHMIS training (provided)

## Alignment with Habitat for Humanity Edmonton Values

- Respect and the confident pursuit of excellence in everything we do.
- Working as One Habitat, leveraging collective experience towards common goals.
- Builds trust through every action made in integrity and with a compassionate heart.
- Passionately delivers quality experiences by taking full responsibility for our words, actions, and results.
- Serve as each other's biggest challengers and loudest supporters.
- View every decision through the lens of mission and sustainability.
- Embrace change as an opportunity to innovate and improve.
- Cultivate a safe and comfortable environment for all.

To apply for this position, [please submit a resume](mailto:mmerritt@hfh.org) to Michelle Merritt, Store Manager, ReStore Leduc at [mmerritt@hfh.org](mailto:mmerritt@hfh.org)

We thank all applicants for their interest. Please note that only candidates who have been selected for an interview will be contacted.

*Habitat Edmonton embraces diversity and equitable opportunity. We are committed to building a team that represents a variety of backgrounds, perspectives, and skills, as we know that the more inclusive we are, the better our work will be. Our goal is to be a diverse workforce that at all job levels is representative of our community. This relates to all employment decisions, including those in connection with recruitment, hiring, training, promotion, compensation, benefits, termination, and other terms and conditions of employment. Habitat Edmonton ensures that all of our practices are in accordance with Alberta Human Rights Commission legislation and Alberta's Employment Standards Code.*