



Statement of Purpose:

Waco Habitat for Humanity, Inc., founded in 1986, is a nonprofit, ecumenical Christian housing ministry that seeks to provide a decent house in a decent community for all of God's people in need. Habitat invites people from all walks of life to work together in partnership to help build and repair houses with partner families. Habitat builds homes in partnership with low-income families, and those homes are built and repaired using primarily volunteer labor. Our partner families serve alongside Habitat staff and volunteers as they move toward either repairing the home they already own or eventually purchasing their home through a zero interest loan.

Mission of Waco Habitat for Humanity:

We envision a world where everyone has a decent place to live. Seeking to put God's love into action, Waco Habitat for Humanity brings people together to build homes, communities and hope.

Equal Opportunity Employer:

Waco Habitat for Humanity is an Equal Opportunity Employer.

Job Summary:

Manage the cash register and answer phone calls for the ReStore as well as interacting with customers, staff, work-study students, volunteers, and the public in general.

Reports to:

Assistant Director of ReStore

Position Equivalency:

Full-time, non-exempt position, at 40 hours per week (1.0 FTE).
\$8-\$10/Hr

Duties and Responsibilities:

- Monitor the front desk and cash register
- Complete tax exempt paperwork for customers
- Screen telephone calls (including answering machine), and respond to general inquiries
- Complete donation paperwork for customers
- Other duties assigned by the Assistant Director of ReStore or Director of ReStore Operations

