

## ReStore Associate - Keyholder

**Job Title:** ReStore Associate - Keyholder

**Reports To:** ReStore Manager

**Location:** 55 Angeline Street North, Lindsay, Ontario; In-person Role

**Status:** Parttime

**Salary Range:** \$18.50/hour

### “Build” Your Future With Us

Looking for a job where you can make a difference while being part of a supportive, down-to-earth team? Join us at the ReStore! As a ReStore Associate Keyholder, you'll play an important role in representing the Habitat brand through friendly, respectful interactions with donors, customers, and volunteers. You'll help create a welcoming and positive experience for everyone who walks through our doors, all while supporting the day-to-day flow of the store.

In this role, you'll take on keyholder responsibilities such as opening and closing the store, helping keep operations running smoothly, and stepping up as a leader when needed. We're looking for someone who is reliable, approachable, and enjoys working with people, with a strong sense of teamwork and a willingness to pitch in wherever needed. Above all, you'll carry out your work in a professional and ethical manner, contributing to a safe and positive environment while supporting the continued growth, reputation, and success of the ReStore.

### Main Responsibilities

- Perform point of sale, sales floor, loading dock, and customer service duties
- Greet all customers/donors in a friendly and professional manner
- Work daily to ensure all sales are maximized
- Provides excellent customer service, including answering inquiries and phone calls
- Perform cash/credit transactions, as well as daily reconciliations, with confidentiality
- Lifting/moving of furniture, doors, and other large items; including unloading donations
- Ensure that the movement of merchandise is done in a safe and effective manner
- Help maintain cleanliness and safety of the sales, dock, and cashier work areas
- Processing of materials including cleaning and pricing, stocking product, arranging merchandise aesthetically and neatly
- Training and supervision of Habitat ReStore volunteers as assigned
- Attend and participate in store meetings/training sessions as required
- Able to react to change productively and handle other essential tasks as assigned

### Qualifications

- Be professional in appearance and a good ambassador of the Habitat PKR program

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- Strong customer service, communication, organization, and basic math skills
- Team player with a friendly, approachable, and outgoing personality
- Problem-solving skills and ability to work in a fast-paced environment
- Ability to work well and communicate effectively with individuals from diverse backgrounds
- Knowledge of retail sales and household repairs is an asset but not required
- Acceptable Police Records Check and must be fully vaccinated
- CSA approved safety footwear (to be always worn)
- Willingness to work a variety of shifts including Saturdays

### To Apply

Please send your resume and cover letter to [hr@habitatpkr.ca](mailto:hr@habitatpkr.ca) with the position title and location in the subject line. In your cover letter, please include why you would like to work for Habitat PKR.

**Application Deadline is April 17, 2026.**

We thank all applicants for their interest in Habitat for Humanity Peterborough & Kawartha Region, however, only those selected for an interview will be contacted.