

ReSTORE POSITIONS

What is Habitat for Humanity ReStore?

The Habitat for Humanity ReStore is a "thrift" store that accepts new and gently used furniture, appliance, cabinets, and building materials that are sold at a reduced price. All proceeds support Habitat for Humanity's housing ministry, building and repairing simple, quality, affordable homes in partnership with the community and those in need. ***Along with building homes, our ReStores keeps thousands of pounds of useable materials out of landfills each year!***

Job Description

ReStore Assistant Manager, working as a team with the Store Manager, strives to achieve the annual budget for the ReStore, supervises, trains and motivates immediate subordinates and other staff. Management responsibilities include ReStore sales, customer service, paid and volunteer staff performance, safety, security, and maintenance of the facility. Participates in ReStore marketing activities and ensures donors, customers and volunteers have an excellent experience when working with the ReStore.

Hours of Operation: (flexibility is available)

Monday-Friday: 8:30 am – 6:30 pm

Saturday: 8:30 am – 4:30 pm

Closed on Sunday

Roles & Responsibilities

- Understand and be able to accurately relay the ReStore's part in supporting Habitat for Humanity's mission.
- Lead & train a varied workforce, establish annual performance goals for each, and monitor performance results.
- Ring up sales on POS system, and advanced knowledge of register functions
- Assist with answering phone calls, customer & donor questions as needed
- Assist, as needed, in the scheduling of all store activities/special events - including staff/volunteer & truck schedules
- Performs or ensures that thorough orientation and safety briefings are conducted for all staff, volunteer groups, and non-regular volunteers.
- Ability to explain ReStore policies and procedures, monitor all Task Checklists for proper completion and ensure evaluation notations are complete.

- Review monthly the condition of the exterior and interior of the physical store and work with the manager to complete necessary maintenance.
- Oversee the store display, arrangement of items, and best utilization of the available space and uses for the inventory control system to ensure appropriate turnover of aging stock.
- Assists in maintaining sales, accounting, and banking records for the ReStore.

Desired Skills & Experience

- Age 21+, able to meet background check requirements
- Ability to operate office equipment, truck, warehouse and other equipment
- Cheerful and upbeat customer service skills
- Self-motivated, reliable and enthusiastic; able to work with and motivate people with diverse backgrounds and capabilities
- Ability to provide leadership and supervision to staff and volunteers with capability to perform most store activities
- Ability to handle and diffuse challenging situations with tact, and demonstrate good conflict resolution skills
- Clean driving record with the ability to operate 16' box truck
- Ability to lift 50+ pounds
- Commit to a safe, secure attractive, and friendly work environment

Critical Performance Outcomes

- Managing and motivating employees and volunteers for best utilization of skills in fulfilling an objective
- Managing and pricing inventory/donations for selection and turnover
- Developing and building strong volunteer support
- Meeting donor and customer expectations
- Maintaining safety and security and conditions of property

Training & Resources provided

- 1-on-1 new employee orientation with Store Manager and ReStore Director during first week of employment
- Ongoing training with ReStore Manager and input from tenured staff or experienced volunteer
- ReStore Manager and Director support is always available to assist with questions

Job Type: Full-time

Salary: From \$15.00 per hour

Benefits:

- Employee discount
- Flexible schedule
- Health savings account
- Paid time off
- Parental leave

Schedule:

- Day shift
- Monday to Friday
- Weekend availability

Education:

- High school or equivalent (Preferred)

Work Location:

- One location

Work Remotely:

- No

Work Location: In person

IF INTERESTED IN WORKING IN OUR RESTORES, SEND A BRIEF RESUME TO:

dor@hfhwashco.org