

Houston County Habitat for Humanity

ReStore Manager Job Description

POSTION: ReStore Manager

REPORTS TO; Executive Director

POSITION PURPOSE: The ReStore Manager leads day-to-day ReStore operations. ReStore revenue supports the Houston County Habitat for Humanity building program.

PRIMARY DUTIES AND RESPONSIBILITIES

A. General Responsibilities

- Lead ReStore operations
- Other duties as assigned.

B. Planning and Organization

- Identify gaps/problems/concerns and bring to the attention of the Executive Director and ReStore Committee
- Build relationships in the community to increase the donation base
- Solicit donations in sufficient quantity to properly stock the ReStore

C. Manage Day-to-Day Activities in the ReStore

- Use affiliate credit card in accordance with affiliate policy
- Determine store design and layout
- Set prices on all items
- Assist customers
- Supervise ReStore staff
- Supervise volunteer recruiting, training and appreciation.
- Coordinate volunteer recruiting with the Program Services Coordinator
- Assess Knowledge and skills of volunteers, make work assignments, and provide training as necessary.
- Work with other affiliate staff to maintain a team-oriented operation; work to resolve conflicts.
- Maintains the facility so it is clean, orderly and safe
- Manage ReStore Truck in accordance with affiliate policy

D. Maintain Records

- Use cash register to record all sales
- Run cash register summary of sales at the end of each day
- Record sales summary at the end of each day
- Remove excess cash from the register cash drawer and prepare deposit ticket
- Offer all donors a receipt for their donation; complete the receipt when requested

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POSITION REQUIREMENTS

- A. Understand and appreciate Habitat mission
- B. Minimum of 3 years retail experience
- C. Experience with budgeting marketing, advertising, & public relations
- D. Strong written and verbal communication skills
- E. Strong problem-solving skills
- F. Comfortable in a fast-pace team environment; able to multi-task
- G. Detail oriented
- H. Able to work independently
- I. Able to deal with difficult personalities while keeping a professional demeanor
- J. Lift up to 75 pounds on a regular basis and will experience frequent bending, lifting, squatting and repetitive motions
- K. Handle exposure to extreme heat, cold, wind and rain
- L. Experience with construction and home improvement is a plus

COMPENSATION

This is an hourly position at \$12.50/hour. A monthly bonus will be paid based on sales. Realistic bonus potential is \$500+/-month. Earnings potential with bonus is \$32,000/ year. The position includes nine paid holidays and a generous vacation accrual plan.