

# ReStore Manager Job Description

**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 needed to help drive our Vision, fulfill our Mission, and abide by our Organization's Values.

### 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 and procure donations in sufficient quantity to properly stock the ReStore

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

- Responsible for store design and layout
- Maximize profits through pricing and display
- Hire, coach, discipline, and terminate employees as necessary
- Supervise volunteer recruiting and training.
- 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
- Maximize sales and profits
- Schedule pickups
- Manage ReStore Trucks in accordance with affiliate policy

### D. Maintain Records

- Use cash register to record all sales and securely handle funds
- Manage any purchased product

## POSITION REQUIREMENTS

- A. Understand and appreciate Habitat mission
- B. Minimum of 3 years retail experience, warehouse and mechanical experience is helpful
- C. Strong problem-solving skills
- D. Comfortable in a fast-paced team environment; able to multi-task
- E. Detail oriented
- F. Able to work independently
- G. Able to deal with difficult personalities while keeping a professional demeanor
- H. Lift up to 75 pounds on a regular basis and will experience frequent bending, lifting, squatting and repetitive motions
- I. Handle exposure to heat, cold, wind and rain
- J. Experience with construction and home improvement is a plus
- K. Pass background check, drug test, and have a valid driver's license
- L. Ability to drive a 16 ft box truck

**Pay is commensurate with experience and is \$20/hour to start. Benefits include paid holidays and PTO**

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Please send resume to [director@hoco habitat.org](mailto:director@hoco habitat.org) or apply in person at 2607 Moody Road, Warner Robins, Ga 31088. No phone calls please.