**JOB DESCRIPTION: ReStore Manager**

Reports to: Executive Director

**PURPOSE:** This position is responsible for managing the day-to-day operations of the HFH ReStore outlet.

**PRIMARY DUTIES AND RESPONSIBILITIES**

1. **Planning and Organization**
* Assists Director of Development in planning and implementing public relations store events.
* Set sales plans, track pricing and sales for effectiveness, promote sales through various media outlets.
* Identify gaps/ problems/ concerns and bring them to the attention of the Executive Director.
* Assist in the organization and implementation of pickups as well as distribution of donations.
* Monitor donations for safety, salability and quality.
1. **Manage Day-to-Day Activities Within the Store.**
* Assist in recruiting volunteers and coordinate volunteer appreciation/retention efforts.
* Coordinate staff and volunteer schedules, assigning daily tasks and conducting safety huddles.
* Inspire, encourage, coach, train and mediate staff and volunteers, evaluating performance regularly.
* Assist customers; assist with pricing; make and record sales.
* Work with other staff to maintain a smooth-running operation and resolve conflicts.
* Monitor backroom flow for movement of merchandise, inspection and pricing.
* Maintain the entire facility in compliance with HFHI/state/local laws/OSHA regulations that apply to
* staff and volunteer activities, store safety, equipment use and maintenance, coordinate repairs.
* Communicate safety plan and train key stakeholders. Report incidents.
1. **Maintain Records**
* Process charges and credits, make deposits and report to bookkeeper.
* Maintain security and ensure sufficient cash is on hand to make change.
* Record the price of materials used by HFH to ensure credit for ReStore.
* Ensure receipts are issued for donated items; notify Director of Development of large donations.
1. **General Responsibilities**
* Meet daily, monthly and annual sales goals as outlined in the budget.
* Supervise staff and volunteers, regularly communicating goals and evaluating performance.
* Assert visible management presence during store hours throughout facility.
* Other duties as assigned.

**REQUIREMENTS**

This individual must understand and appreciate the mission of Habitat for Humanity. Qualified candidates must possess strong written and verbal communication skills. Must possess strong problem-solving skills, the ability to work in a fast-paced team environment, and the ability to multi-task. This individual must be detail-oriented and able to work independently. Must be able to deal with all kinds of individuals and remain consistent in keeping a professional demeanor.

**PHYSICAL DEMANDS**

Able to lift at least 25 pounds with or without assistance. Frequent bending, squatting, lifting and repetitive motion. This position will occasionally be exposed to extremes in weather (e.g., heat, cold, wind, rain, etc.).

**EXPERIENCE**

A minimum of 3 years of related experience required. Must have demonstrated independent responsibility for program management and accomplishing results. Experience supervising staff required.