

Position: ReStore Assistant Manager

Reports to: ReStore Manager

Summary: This position is responsible for assisting the Store Manager with operations in the ReStore, donation processing, customer service and retail floor stocking.

Primary Responsibilities:

- Assists in maintaining in reasonable order the Habitat for Humanity Saint Louis facility known as the ReStore.
- Assists in marketing the ReStore in a manner that increases facility awareness (including correlation to HFHSL), customer traffic and results in consistent or increased sales.
- Assists in soliciting product to sell in the ReStore.
- Accountable to meeting or exceeding all agreed upon goals and objectives of the ReStore warehouse operations
- Responsible for accurate operation of POS system. Monitors sales transactions with strict adherence to cash, check and credit card processing procedures.
- Assist in providing donor documentation as determined necessary by the Internal Revenue Service for materials received.
- Assist in maintaining accurate and appropriate records of incoming merchandise and ongoing sales.
- Assist in managing ReStore staff including scheduling, job assignments, and annual evaluations.
- Assist in coordinating ReStore volunteers and providing volunteers with the necessary training, guidance and supervision.
- Physically participate in activities necessary to the operation of the ReStore, including moving materials, loading and unloading materials, and assembling or disassembling materials.
- Continuously monitors safety and security of the receiving and sales area.
- Exercises good judgment when assessing donations and is able to turn down donations that do not fall within ReStore's list of acceptable items.
- Ability to safely operate 16' truck for the purpose of donation procurement.

Additional Responsibilities:

- Insures compliance to inventory, cash handling, and store protocols.
- Supports ReStore safety, security and anti-theft procedures.
- Answers ReStore telephone calls during business hours, assisting with inquiries and screening donations.
- Assists in deconstruction process as needed outside of the ReStore.
- Contributes to a positive work environment for all ReStore staff.
- Other duties as assigned or necessary for effective operation of the store.



Updated 09/2020

Qualifications:

Experience and Education: High school graduate or equivalent. Basic computer skills are required. Experience with POS systems a plus. Must possess a valid Missouri Drivers License.

Physical Requirements: Must be able to continuously lift 60 lbs or more safely. Must be able to stand, squat, bend, and climb in and out of truck safely.

Salary and benefits: Salary commensurate with similar positions. Full health and dental insurance paid by the organization for the employee; simple IRA retirement plan with employer match; vacation and personal time offered after introductory period.

Hours: 40 hours per week. Schedule subject to change week to week.

Application process: Send completed application to Damon Guthrie, ReStore General Manager, at [damon@habitatstl.org](mailto:damon@habitatstl.org). **NO phone calls please.**

*The employer has the right to revise this job description at any time. The job description is not a contract for employment, and either you or the employer may terminate your employment at any time, for any reason. This job description does not list all of the duties of the job. You may be asked to perform additional duties. In addition, you will be expected to exercise your independent judgment in determining other tasks that need to be performed in order to increase the efficiency of the operations. You will be evaluated in part based upon your performance of the tasks listed in this job description and in part based upon the initiative you take in identifying and undertaking additional functions relevant to the operations of the business.*

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