



Position: ReStore Manager South Side Peres

Reports to: ReStore General Manager

Summary: The ReStore Manager will be responsible for the overall operation, function, and appearance of the ReStore, including, but not limited to all scheduling, employee matters, grant application and compliance, financial matters, day to day operation, customer service oversight, compliance with all OSHA and Habitat safety policies and procedures, and all other such tasks as related to the efficient and effective operation of the ReStore.

Duties and Responsibilities:

- a. Maintain in reasonable order the Habitat for Humanity Saint Louis facility known as the ReStore;
- b. Along with the ReStore GM and the Habitat Saint Louis Community Outreach Manager, market the ReStore in a manner that increases facility awareness (including the correlation to HFHSL), customer traffic and results in consistent or increased sales;
- c. Along with the Donations Acquisition Manager, solicit product to sell in the ReStore, maintaining regular and adequate inventory through item pick-up and drop-off to meet sales goals
- d. Provide donor documentation as determined necessary by the Internal Revenue Service for materials received;
- e. Maintain and manage accurate and appropriate records of incoming merchandise and ongoing sales;
- f. Prepare and monitor the ReStore annual budget;
- g. Manage ReStore staff including scheduling, job assignments and annual evaluations;
- h. Coordinate the volunteers used in the ReStore and provide the necessary training, guidance, and supervision of volunteers;
- i. Physically participate in activities necessary to the operation of the ReStore, including moving materials, loading and unloading materials, and assembling or disassembling materials;
- j. Provide consistent reporting, both written and verbal, to the ReStore General Manager regarding finances, operational successes, challenges and opportunities;
- k. Attend outside meetings, ceremonies, etc., and represent the ReStore, and Habitat for Humanity Saint Louis as a whole.
- l. Other duties as assigned.

General Requirements:

- a. Have an outgoing, friendly personality;
- b. Be able to deal with, and work well with a diverse population including volunteers, customers, donors, and staff;
- c. Be committed to the mission of Habitat for Humanity Saint Louis;
- d. Experience in non-profit management or fundraising is desirable, but not essential.
- e. Candidates for this position must understand the role the ReStore should play not only as its own operation, but as part of the mission and resources of Habitat for Humanity Saint Louis.
- f. Attention to detail and ability to create and adhere to procedures are of utmost importance. Must be meticulous, be proficient at “paperwork,” and have ability to problem-solve.
- g. Must be organized and have good communication skills.
- h. Must have experience with Microsoft Word, Excel, Outlook, and be generally familiar with, and experienced with, computer and internet programs and capabilities.
- i. Must have prior personnel management and/or supervisory experience.

Specific Physical Requirements:

- a. Be able to engage in physical activity necessary to the operation and maintenance of the ReStore including, but not limited to: (1) lifting and moving materials ranging from small fixtures to large appliances or cabinets, (2) loading and unloading trucks or other vehicles, (3) using hand tools to disassemble or assemble materials or equipment.

Schedule: 5-day work week. Store hours are Tuesday – Sunday 10 am – 6 pm

Salary and benefits: Salaried position with base salary range of \$18 - \$24/hour (depending on experience). Monthly bonus eligible (based on meeting sales goals). Benefits include health and dental insurance paid for the employee, with dependent coverage available at employee’s cost (all after applicable wait period). 401(k) retirement plan, with company match. Paid Personal Time Off after introductory period. At least 12 paid holidays annually.

To Apply: Send cover letter and resume to Damon Guthrie, ReStore General Manager, in PDF or Microsoft word format: damon@habitatstl.org NO PHONE CALLS.