



Position: ReStore Manager

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 supervising ReStore Associates, ensuring the compliance of all Habitat safety policies and procedures, customer service oversight, financial compliance/cash handling and other as related to the efficient and effective operation of the ReStore.

Duties and Responsibilities:

Maintain in reasonable and safe order the Habitat for Humanity Saint Louis facility known as the ReStore.

Along with the ReStore GM and the HFHSL Community Engagement 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.

Physically participate in activities necessary to the operation of the ReStore, including loading/unloading and assembling/disassembling materials.

Manage ReStore staff including scheduling, job assignments and annual evaluations.

Maintain and manage accurate and appropriate records of incoming merchandise and ongoing sales.

Coordinate with the Volunteer Services Manager to schedule volunteers in the ReStore and provide the necessary training, guidance, and supervision of volunteers.

Along with the Donations Acquisition Manager, solicit products to sell in the ReStore to maintain regular and adequate inventory through item pick-up and drop-off to meet sales goals.

Provide donor documentation for materials received in compliance with Habitat policy as determined by the Internal Revenue Service.

Assist the ReStore General Manager in the preparation of the annual budget and inventory count. Monitor performance to the approved budget.

Provide consistent reporting, both written and verbal, to the ReStore General Manager regarding finances, operational successes, challenges, and opportunities.

Other duties as assigned.

General Requirements:

- a. Have customer service focused 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 the ability to create and adhere to procedures are of highest 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. QuickBooks experience is a plus.
- 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 (up to 60#), (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 - \$25/hour (depending on experience). Monthly bonus eligible (based on meeting sales goals). Benefits include health, dental and vision 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 an introductory period. At least 12 paid holidays annually.