



ReStore Manager Job Description

Reports to: Chief Executive Officer & Director of Operations

Position: Full-time/Hourly

Hours: 40 hours per week

To apply, please email a resume and brief introduction to: operations@hfhslco.org

Position Description:

Under the supervision of the Chief Executive Officer and Director of Operations and as part of the overall HFHSLOCO team, the ReStore Manager is responsible for the day-to-day management of a HFHSLOCO ReStore facility. Responsibilities include, but are not limited to, scheduling and leadership of all volunteers, overseeing the financial operations of the store; the intake, clean-up, and resale marketing of all donations, incorporation of HFHSLOCO branding, shared marketing of all HFHSLOCO events and activities, soliciting donations, and assisting with marketing, and operational evaluations and improvements. As part of the greater HFHSLOCO organization, the ReStore Manager ensures that there is a generation of surplus funds to support HFHSLOCO's building projects, and its other activities and events.

Qualifications:

- 5+ years in a retail environment, with at least 2 years in a leadership position
- Experience must also include fiscal responsibility, budgeting, and product marketing
- Fundamental knowledge of building supplies and related products
- College degree preferred, but may be replaced with significant additional experience
- Ability to work effectively in a team environment, with a variety of different personalities and skillsets (e.g., Habitat donors, government representatives, and other community organizations).
- High energy, can-do attitude, with the ability to motivate others to the same level.
- Strong problem-solving ability, accompanied by good logic and organizational skills.
- Familiarity with Habitat for Humanity desired, but not required.
- Bilingual in Spanish preferred.

Responsibilities:

- Adhere to established safety and security practices and procedures.
- Be able to prioritize, focus, and exhibit leadership skills that incorporate a communicative, collaborative, and inclusive work environment.
- Be able to direct staff and volunteers efficiently, by providing specific tasks while incorporating short-term and long-term goals.
- Strong verbal and written communication skills.
- Respond to donor inquiry and HFHSLOCO staff communication in a timely and efficient manner; in person, verbal, and electronically written.
- Proficiency in computer skills and programs including but not limited to Microsoft Office, DropBox, Clover P.O.S. System, and GivePulse (volunteer and donor management software).
- Ability to stand and be actively mobile for extended periods of time.
- Lift and carry up to 50 lbs.
- Manage the interviews, background checks, selection, orientation, and training of volunteers.
- Provide weekly and monthly scheduling for staff and volunteers.
- Collect, calculate, and submit monthly volunteer data.
- Ability to operate company provided vehicle while adhering to all safety practices and protocol.
- Comply with all financial reporting practices, including reconciliation of daily sales, daily close out of all financial transactions and bank deposits, accounting donations, and reconciling credit card charges.
- Compile and submit weekly sales reports.
- Achieve goals set out in annual operating budget.
- Provide monthly forecast of future sales and develop actions to correct forecast shortfalls to budget.
- Evaluate with CEO and Director of Operations market demand for specific used and surplus building materials.
- Work with CEO and Director of Operations to solicit and procure material donations.
- Assist CEO and HFHSLOCO staff in the development and implementation of a ReStore Marketing Plan.
- Work with other ReStore Manager and Director of Operations to evaluate price list, donation list, and other operational concerns of the ReStore to ensure store is operating optimally and competitively.
- Collaborate with CEO, Director of Operations, and other ReStore Manager and staff to create, implement, and maintain best practices.
- Develop potential suppliers of used and surplus materials and products to be donated and sold in store.
- Establish and ensure adherence to HFHSLOCO accounting, pricing, and sales procedures.
- Maintain hours of operation and ensure that the ReStore is fully staffed (volunteers and staff).
- Ensure donated materials are acceptable and that volunteers are properly trained for donation intake and evaluation.
- In coordination with the CEO and Construction Manager, identify materials appropriate for Habitat homes under construction.
- Stay up to date with and implement all current Habitat for Humanity International and ReStore policies, procedures, and guidelines.