

POSITION OVERVIEW

The ReStore Manager is responsible for the facility, personnel, equipment and daily operations of the individual ReStore they are assigned to at any given time. Facilitate smooth retail operations in compliance with best practices and applicable laws in order to maximize earned revenue to further GIHFH charitable programs.

PRIMARY RESPONSIBILITIES ¹⁻

- Manage ReStore personnel to ensure daily retail operations are completed
- Meet budget goals (both revenue and expense)
- Professional development of staff to ensure competency in expected duties
- Maintain store equipment
- Orient volunteers and new employees to Habitat mission
- Direct personnel and volunteers to the completion of projects and tasks
- Ensure prompt processing of incoming merchandise
- Ensure merchandise is priced to maximize profit margin and volume
- Assist in supplier/donor relations, interacting with current or potential donors
- Interface with employees and other Habitat departments
- Interface with customers, provide and model exceptional customer service
- Reconcile register receipt
- Prepare bank deposit
- Maintain statistics and records as directed (sales, payroll, etc.)
- Learn and promote ReStore best practices of processing, pricing, merchandising and sales (known as “the basics”)
- Properly conduct “walk around management”

KNOWLEDGE, SKILLS & ABILITIES ²⁻

- Ability to think strategically and anticipate issues that may arise and impact operations and profitability
- Concentrate on multiple areas of responsibility simultaneously, changing focus quickly
- Ability to direct self and others
- Competency with tools and mechanical processes
- Strong organizational skills
- Strong verbal, written, and telephonic communication skills including some small group presentations and limited public speaking
- Computer literacy (Word, Excel, and Office)
- Awareness of standard accepted retail practices
- Ability to utilize equipment used in the store (forklift, pallet jack, cash register, box truck, etc.)
- Ability to utilize standard hand and power tools
- Ability to safety and legally operate a motor vehicle

¹ This job description is not intended to be all inclusive. Employee may perform other related duties as required to meet the ongoing needs of the organization.

² Including but not limited to the following. These are necessary abilities to perform the primary responsibilities listed above.



ReStore Manager
ReStore
Reports: Director of Operations, ReStores
FLSA Status: Exempt
Full-Time

2022 Job Description

EDUCATION, EXPERIENCE, & CREDENTIALS

- College degree preferred or commensurate experience. Management or extensive supervisory experience required. Significant experience in retail, retail management, sales management, sales or merchandising, logistics, personnel management in production or construction environment strongly recommended.

PHYSICAL REQUIREMENT TO PERFORM THIS JOB ³⁻

- Utilize the telephone and communicate with others, inside and out of the office environment
- Manual dexterity and visual acuity for computer keyboarding, office equipment use, and detailed reports and information
- Must be able to lift 50 pounds
- Must be able to work in limited climate control environment and/or inclement weather
- Standing, walking, pushing, pulling, twisting, carrying, bending, reaching, and lifting above and below waist level will be required

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

³ These are abilities the employee would need to perform the essential functions of the job with or without reasonable accommodations.