

## **Habitat for Humanity of Forsyth County ReStore Manager**

**Organization:** Habitat for Humanity's mission is *Seeking to put God's Love into action by bringing people together to build homes, community and hope.* Steadfastly adhering to a philosophy of a "hand-up, not a hand-out," Habitat is a powerful engine of collaboration and reciprocity where future homeowners qualify by having a history of steady income, verifiable need and a willingness to work hard. Habitat Forsyth has fundamentally changed lives - building strength, stability, and self-reliance - right here in our community through new homeownership opportunities, home remodels and repair, and training. Strong and stable families in self-sufficient homes creates strong and stable communities.

**Basic Functions: Manage a team of staff and volunteers (approximately 14) to efficiently run and grow a Habitat ReStore**

### **Principal Duties:**

- Hire, train, and lead ReStore staff and volunteers
- Ensure customers and donors have positive experiences while at the Restore
- Operate all areas of ReStore according to Habitat policies including but not limited to: cash register operation, daily reconciliations, donation receiving, processing, pricing, and markdowns,
- Complete monthly inventory
- Document store/staff activities and report as needed
- Identify and resolve potential safety hazards
- Work with procurement/donation director to make sure the right mix of merchandise is in the store
- Order supplies and inventory as needed
- Develop and post staff schedules to ensure proper staffing at all times
- Review and approve timesheets in a timely fashion for payroll
- Conduct volunteer orientations as needed
- Oversee and motivate volunteers to ensure that they have an engaging experience and are interacting with customers, donors, and other volunteers in a positive manner
- Work with ReStore Director to control expenses
- Attend Chamber of Commerce meetings at least once a quarter
- Spend majority of work time on sales floor leading team
- Answer store phone and maintain social media presence
- Assist with unloading Restore truck as needed

### **Other Duties:**

- Communicate mission of Habitat
- Assist with Habitat special events as needed
- Comply with all policies and procedures
- Other duties as assigned by director

### **Physical Requirements:**

- Ability to stand for extended periods of time, to move and handle boxes of merchandise and fixtures throughout the donation process, which entails lifting at least 75 pounds, assisted
- Ability to understand and communicate in English; other languages are a plus
- Ability to operate cash register, complete documentation for sales, and accurately count currency and make change
- Ability to work varied hours/days, including nights and weekends, as needed

**Other Requirements:** Adhere to schedule, show initiative, honest, drug free, positive attitude, customer service oriented, must have dependable transportation to work

**Previous retail management and non-profit experience preferred. Candidates will be asked to consent to background check and drug test after contingent offer. Interested candidates should submit a resume with cover letter to [jobs@habitatforsyth.org](mailto:jobs@habitatforsyth.org).**