

Transylvania Habitat for Humanity

Job Description – ReStore Manager

GENERAL FUNCTION:

Reporting to the Executive Director, the ReStore Manager manages the operations of the Transylvania Habitat for Humanity ReStore.

WORK LOCATION: Brevard, NC, USA

INTRODUCTION:

Committed to the mission of Transylvania Habitat, the incumbent will have human relations, leadership, and managerial skills, general business and sales knowledge, and the ability to oversee the operation and maintenance of the ReStore.

JOB DUTIES:

- Manage all ReStore activities from inventory acquisition through final sale and disposition.
- Ensure a safe work and retail environment.
- Create the annual business plan for the ReStore.
- Manage the supervision and training of ReStore staff and volunteers.
- Ensure adequate inventories of merchandise to be sold.
- Ensure proper store layout, merchandise displays, and signage.
- Oversee sales and marketing strategies that will achieve sales goals.
- Control store expenses within budget.
- Oversee the maintenance of the ReStore building, exterior grounds, and that all equipment stays safe, clean, and attractive.
- Manage record keeping and reports as required.
- Manage all shift schedules and vacations to ensure proper staffing levels.
- Perform other duties as may be assigned.

- The ReStore Store Manager is expected to use discretion and independent judgment in carrying out his/her responsibilities and to represent the organization in a professional, knowledgeable and collegial manner at all times.

REQUIREMENTS:

- Able to effectively supervise and coach staff and volunteers with a wide range of skills and abilities to achieve the mission of the organization.
- Minimum of 5 years' experience in Habitat ReStore operations, or similar Retail experience.
- Ability to train and supervise staff and volunteers in giving exceptional customer service 100% of the time.
- Attention to detail needed for observing ReStore showrooms on a daily basis.
- First Aid, CPR, AED certification recommended.
- Fork Truck operator certification recommended.
- Strong computer skills with knowledge of Microsoft Office (Word, Excel, and Outlook).
- Able to use and generate reports from POS systems.
- Able to prepare and review budgets and prepare daily sales reports.
- Strong organization and communication skills.
- Able to meet deadlines and pay attention to details.
- Able to work well with all team members, customers, and volunteers.
- Able to handle multiple tasks efficiently.
- Able to respond to emergency situations calmly and effectively.
- Knowledge of fair market value of new and used donated items.
- Knowledge of home building, general contracting, architecture, interior design or a related field preferred.

WORK ENVIRONMENT AND PHYSICAL DEMANDS:

The majority of the work is done on the ReStore's sales floor interacting with ReStore staff, volunteers, and customers.

Must be able to:

- Stand or walk on concrete flooring for prolonged time periods.
- Bend, lift, grasp, reach, push, and pull materials.
- Walk and climb on uneven surfaces, ladders, and stairs.
- Label, sort and stock. Occasionally lift up to 50lb.
- May be required to work nights or weekends to assist in events.

HOW TO APPLY: email resume to info@transylvaniahabitat.org (please, no phone calls)