

Coastal Empire Habitat for Humanity Job Description Assistant ReStore Manager

REPORTS TO: RESTORE MANAGER

GOALS: The Assistant ReStore manager is responsible for daily management of the Coastal Empire Habitat ReStore materials and retail operation for the direct support of CEHFFH's goals and mission.

RESPONSIBILITIES:

Supervision

- Co-Supervises all ReStore staff, volunteers and community service volunteers.

Finance and Administration

- Run and manage the cash register as required.
- Prepare deposits and take these to the banks.
- Complete all daily financial paperwork as used by the ReStore.
- Be familiar with the ReStore operating budget
- Ensure safety and cleanliness of the ReStore area, tools and vehicles, as well as the warehouse and grounds and suggest areas of improvement and repairs needed to ReStore Manager.

Operations and Sales

- Implement daily operations procedures.
- Implement customer service procedures.
- Operate basic computer applications, including word processors, spreadsheets and databases.
- Operate office equipment.
- Schedule donation pick-ups and assign these to the Donation Pick-up Driver(s).
- Oversee the work of Donation Pick-up Driver(s) and volunteers to ensure that donations are picked up and that donations forms are distributed to the donors.
- Regularly assess the sales in the different store departments to identify optimal sales products so that the ReStore donation procurement process can be modified accordingly.

Volunteers and Staffing

- Supervise the placement of volunteers.
- Communicate effectively, both written and oral, sharing relevant information about the affiliate with the ReStore staff.
- Maintain effective working relationships with staff, volunteers, Habitat homeowners and the public.

QUALIFICATIONS

- Minimum of five years' work experience, with at least two years in retail sales management.
- A valid driver's license (to operate a box truck) and a good, current driving record
- Proficiency in requisite technology use
- Ability to lift 50 pounds.
- Ability to spend the majority of the day standing or moving about store.