



Habitat for Humanity®

of Wake County

Serving Wake and Johnston Counties

ReStore Manager

Department: ReStore

Location: 652 N. Churton St. Hillsborough, NC 27278

Supervisor: ReStore Manager

SUMMARY:

Under the general supervision of the ReStore Operations Manager, the ReStore Manager (RM) is responsible for supervising and managing employees, community service workers, and volunteers within the ReStore. The RM will coordinate and manage operations of the ReStore.

This is a paid full-time (exempt) position and will likely spend on average at least five days per week, Monday–Saturday with one day off in between. (40 hr/wk with 8 hr days). Saturdays will be required.

ESSENTIAL FUNCTIONS:

- Supervise employees and volunteers; train all personnel on proper policies and procedures
- Coordinate the flow of incoming materials to the store
- Manage financial and cash management controls
- Oversee pricing of all materials
- Oversee staff and volunteer recruitment, training, and appreciation
- Provide excellent customer service, resolve problems and customer issues
- Evaluate condition/acceptability of incoming donations
- Supervise and provide orientation to community service workers; track, log, and file community service hours
- Supervise and provide orientation to volunteers and volunteer groups
- Check accuracy of all cash, check, and credit transactions, and nightly bank deposits
- Stock all operational supplies for the ReStore
- Open and Close the ReStore. Ensure that the ReStore's security system is activated at the end of every day

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

- A strong belief in the organization's mission, goals and accomplishments
- Ability to communicate clearly and concisely both internally and externally
- Excellent customer service etiquette and attitude
- Energized in an atmosphere that fosters sharing new ideas and initiatives

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- Ability to have grace and humor under pressure
- Strong organizational skills will be required.
- Ability to respond to unexpected opportunities or problems.
- Ability to independently prioritize tasks in a fast-paced and dynamic environment is essential.
- Ability to manage volunteers and keep them engaged with those tasks.

PHYSICAL REQUIREMENTS:

The physical demands described here are representative of those that must be met by the RM to successfully perform the essential functions of this job. While performing the duties of this job, the staff member is regularly required to be on their feet for long periods of time (8 hr days 5 days/wk). The RM frequently is required to stand, walk, bend, stoop, kneel, carry, as well as pulling and reaching to obtain stock and/or acquire merchandise for sale. Position requires the ability to frequently lift products/supplies, up to 50 lbs.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

- Experience in management of retail related field;
- 2 years of related experience in private business or non-profit organizations; or an equivalent combination of education, training, and experience.
- Excellent communication skills with a strong passion for the organization's mission;
- Self-motivated with the ability to work independently and as part of a team and with great energy and persistence. Experience working with diverse constituencies;
- Proven organizational skills including the ability to manage multiple tasks and projects simultaneously and produce high quality results quickly and on time;
- Critical thinking, problem solving, accuracy and attention to detail;
- Regular attendance is required; and must be available to work weekends and evenings.

APPLICATION PROCESS:

- If interested, please e-mail a cover letter and resume to: edmundoyanez@habitatwake.org and chrissy.sailstad@habitatwake.org

NOTE:

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of the position. All employees may have other duties assigned at any time.

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We are an equal opportunity employer. Applications are considered for positions without regard to veteran status, uniformed service member status, race, color, religion, sex, sexual orientation, physical or mental disability, genetic information or any other category protected by applicable federal, state or local laws.

THIS COMPANY IS AN AT-WILL EMPLOYER AS ALLOWED BY APPLICABLE STATE LAW. THIS MEANS THAT REGARDLESS OF ANY PROVISION IN THIS APPLICATION, IF HIRED, THE COMPANY OR I MAY TERMINATE THE EMPLOYMENT RELATIONSHIP AT ANY TIME, FOR ANY REASON, WITH OR WITHOUT CAUSE OR NOTICE.

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