

Sisters Habitat for Humanity
ReStore Assistant Manager
Job Description

Reports to: ReStore Manager
Hours: Full-Time - Scheduled to meet ReStore needs

Qualifications:

- Ability to lift 50 + pounds regularly
 - Ability to work independently
 - Ability to work well with a diverse group of people
 - Experience working with volunteers, or volunteer groups, a plus
 - Courteous and cheerful customer service skills
 - Retail / Secondhand experience preferred
 - Current Oregon driver's license with acceptable motor vehicle record.
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Responsibilities:

The Assistant Manager is responsible for daily store operations in accordance with the direction given by the ReStore Manager. The Assistant Manager must also follow all store policies and guidelines as set forth by the Store Manager, Store Advisory Committee, applicable laws and regulations, and Habitat Policies. Help create a fun inclusive environment for volunteers and ensure they have a good understanding of store policies and guidelines. Specific duties include but are not limited to the following: Providing excellent customer service, moving furniture, sorting, intake, cleaning, pricing, managing volunteers, assisting with staff supervision of cashiering, and occasional driving of donation truck.

1) Inventory

- A. Only accept appropriate, saleable donated materials.
- B. Ensure that both the quality and amount of inventory is maximized.
- C. Ensure that inventory is cleaned and priced before it is displayed for sale.

2) Merchandising

- A. Ensure that inventory is displayed in a logical and organized way that encourages customers to make purchases.
- B. Ensure that inventory is displayed in such a way that is neat, tidy and safe.

3) Volunteers

- A. Work as a team with volunteers to ensure the ReStore operations run smoothly.
- B. Ensure that volunteers have meaningful work and feel appreciated.
- C. Assist with recruiting, training, scheduling and directing volunteers.

4) Donors

- A. Ensure that donors are thanked and receive receipts for their contributions.
- B. Advise ReStore Manager of any major donations or questionable items.
- C. Tactfully / graciously turn away donations that don't meet standards

5) Administrative Structure

- A. Communicate concerns to the ReStore Manager.
- B. Participate in Store Advisory Committee meetings.

6) Facility Management

- A. Ensure that all city, state and federal regulations with regard to the store and building are being met.
- B. Ensure the safety of volunteers and customers
- C. Ensure the safety of inventory from theft, destruction, or damage.
- D. Take safety courses and tests as recommended.

7) Other reasonably related duties as assigned.

At Will Employment:

Sisters Habitat reserves the right to employ at will. This means that employment can be terminated, with or without cause, and with or without notice, at any time, at the option of Sisters Habitat for Humanity or at the option of the employee.

Policies of Sisters Habitat for Humanity are not to be construed as a contract of employment. We expressly reserve the right to change, add to, or delete policies at any time. Changes will be effective on dates determined by Sisters Habitat for Humanity, and you may not rely on policies that have been superseded. No supervisor or manager other than the Executive Director has authority to alter the policies, and all such changes must be in writing.

Equal Opportunity Statement

Sisters Habitat for Humanity policy is to provide equal opportunity to everyone. No one will be discriminated against because of their race, religion, color, sex, age, marital status, sexual orientation national origin, or mental or physical disability where these do not interfere with successful performance, or other protected classes under state and federal law. This policy applies to all terms, conditions and privileges, including benefits, compensation, promotion, training and development, transfer, and retirement.