

## **ReStore Manager**

Reports to: Affiliate Executive Director

### **Policy and Planning**

- Develop and recommend policy for sales, salvage, material acquisition, and staffing.
- Develop and maintain positive ongoing relationships with volunteers, staff, Habitat homeowners, material donors, community service organizations, and the public.
- Monitor competitive merchandise market (pricing and practices).
- Help to develop an advertising and promotional plan.
- Participate in the development and implementation of short-and long-term strategies, goals, and objectives.
- Other duties as designated.

### **Supervision and Support**

- Supervise ReStore volunteers and community service volunteers.
- Maintain efficient and effective day-to-day operation.
- Ensure proper maintenance of facility, equipment, and vehicles.
- Maintain up-to-date files regarding trades, contracts, etc.
- Work in conjunction with the executive director regarding staffing issues – i.e. hiring, disciplinary action, and dismissal procedures.

### **Reporting and Communications**

- Monthly reporting of sales activities, expenses, progress on current and prospective projects for inclusion in a report to the board of directors.
- Ensure that the executive director is informed on a regular basis of progress and problems with projects.
- Ensure that safety and accident incident reports are prepared on a timely basis.
- Maintain ongoing communications with suppliers, recycling, and community organizations.

### **Operations and Sales**

- Implement daily operations/customer service procedures.
- Price donated items.
- Implement and monitor systems for daily cash transactions and deposits.
- Close out cash register(s) at the end of business day.



### **Volunteers and Staffing**

- Create volunteer job descriptions in conjunction with the volunteer committee.
- Coordinate and supervise the training of staff and volunteers.
- Create a volunteer schedule.
- Supervise the placement of volunteers.
- Communicate effectively, both written and oral.

### **Qualifications**

- Minimum of Bachelors degree or extensive retail management experience.
- Minimum 5 years' work experience, with at least two years in retail sales management.
- Understanding of Habitat for Humanity and ReStore missions

This will be a salaried exempt status position. Please submit your cover letter, resume, and income requirements to [restore.search@habitatoshkosh.org](mailto:restore.search@habitatoshkosh.org).

