



ReStore ASSISTANT MANAGER

Department: ReStore

Location: Wake Forest ReStore

Supervisor: ReStore Manager – Raleigh (Glenwood)

SUMMARY:

This is a paid full-time hourly (non-exempt) position reporting directly to the ReStore Manager. The ReStore Assistant Manager is jointly responsible for all day to day operations of the ReStore. The position is located in our new Raleigh ReStore Location off Glenwood Avenue.

WORKER PERFORMED OR KEY RESPONSIBILITIES

Operational Responsibilities:

- To co-manage day to day operations of the ReStore; this would include supervision of staff and volunteers and the delegation of tasks to provide an efficient and profitable work environment.
- To work on the sales floor directing volunteers in the receiving, pricing, and sales of donated materials. This will at times include lifting, truck driving, and leading projects within the store.
- To interact with customers on a daily basis; being aware of sales trends, regular customers, and to problem solve any situations that may require managerial input.
- To create and sustain a long term committed staff for the ReStore.
- To ensure that the ReStore is a safe place to work for both volunteers and staff. This includes the regular maintenance of vehicles and equipment as well as facility, materials and storage safety.
- To help ensure that the store is properly covered by staff during hours of operation and to schedule staff and oversee the scheduling of volunteers.

Financial Accountability:

- To accurately track and report financials.
- To ensure that cash outs happen at least daily and that any irregularities are explained.
- To work with the Manager to analyze store sales and profitability.
- To work within the budget as clearly as possible for expenses and to make every attempt to meet sales projections.

Expectations:

- To be courteous and professional in all interaction.
- Communicate effectively with people of diverse backgrounds.
- To learn about Habitat for Humanity of Wake County and the ReStore, and be able to communicate our mission and purpose to volunteers and customers.
- To be dedicated to working in and promoting a team environment.
- To be willing to work within the guidelines of Habitat for Humanity.
- To lead in maintaining an atmosphere within the Restore that encourages and fosters an open sharing of ideas, concerns, and hopes.
- To possess the ability to have grace and humor under pressure.

PHYSICAL REQUIREMENTS:

- Ability to lift over 50 lbs.

EDUCATION/EXPERIENCE REQUIREMENTS:

- College Degree or four year experience working in customer service, retail, reuse, construction, and/or trades is preferred.

SALARY:

- Salary will depend upon experience and qualifications. Habitat offers a comprehensive benefit package including medical, dental, vision, 401K, flex plan, and 3 annual weeks of vacation.

APPLICATION PROCESS:

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

We are an equal opportunity employer. Applicants are considered for positions without regard to veteran status, uniformed service member status, race, color, religion, sex, sexual orientation, national origin, age, 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.