



MANAGER-HABITAT FOR HUMANITY BROWARD RESTORE

Company Overview-

Habitat for Humanity of Broward is currently seeking a Manager to join the ReStore team. The Restore Manager will assist the Manager in certain administrative and operational functions of the ReStore. Additionally, the ReStore Manager will assist the General Manager in achieving financial, volunteer and customer goals.

Habitat for Humanity ReStore is a unique retail outlet where you can purchase quality new and gently used items at excellent prices while helping Habitat for Humanity eliminate poverty housing in our community. Revenue generated by the ReStore provides the local Habitat for Humanity program & Habitat for Humanity International with much needed funds to assist in building homes and hope for families in our community and around the world It also helps to keep thousands of tons of unwanted merchandise out of our landfills.

If you have an entrepreneurial spirit & are interested in a position that gives back to the community, this is the opportunity for you We offer a competitive salary, full benefits package and the chance to help others achieve a decent, affordable home

MANAGER - Job Summary:

Responsibilities:

- Opening and closing of the Habitat ReStore for scheduled daily hours.
- General oversight of store operations and volunteer management in coordination with ReStore General Manager.
- Daily sales/cash register reconciliation and deposits.
- Work closely with the HFHB volunteer manager to attract and retain volunteers by:
 - Developing a daily and weekly schedule of volunteers with assigned times and areas/tasks. Track volunteer hours monthly by volunteer type.
 - Developing and updating training program for new volunteers; personally training new volunteers or assigning a volunteer staff member to train the new volunteers.
 - Overseeing and coordinating the activities of the Habitat ReStore volunteer committee.
 - Scheduling regular training for new staff members and current staff members on new policies and programs.
 - Producing daily and weekly truck schedules for pickups and coordinate driver/helper schedules with warehouse manager.
 - Assisting Habitat ReStore Director in developing and implementing marketing and public relations campaigns for increasing donations and sales.
 - Maintaining the volunteer manual and assignments under the direction of the Habitat ReStore manager and the volunteer committee.



- Working closely with the warehouse manager to ensure store policies and procedures are followed.
- Overseeing display and organization of showroom sales areas jointly with warehouse manager to ensure all items are properly priced and ticketed for sale.
- Assisting warehouse staff as required maintaining orderly flow of items in warehouse and outside yard.
- Overseeing selection and pricing of collectible items in-store and online.
- Overseeing and maintaining daily/weekly task assignments and records.
- Maintaining accurate mailing list of donors and customers.
- Achieving excellent customer, donor and volunteer ratings.
- And other duties assigned by ReStore General Manager & CEO/Executive Director

Required Skills and Experience

- High School Diploma 3 -5 years of retail experience with at least one year in a management role preferred (experience in hardware and or home improvement)
- Possesses outstanding people skills and enjoys working in a culturally diverse environment.
- Computer knowledgeable including Microsoft Word & Excel (PowerPoint a plus).
- Has an outstanding hands on work ethic and sense of urgency to do “whatever it takes to get the job done”.
- Ability to handle and defuse challenging situations with tact. Excellent communication and conflict resolution skills
- Demonstrates understanding of financial statements, payroll, inventory and vendor controls to maintain and increase profitability.
- Highly ethical individual who nurtures a safe and fun work environment.
- Demonstrated ability to train, develop, and hold accountable all subordinates in a positive manner.
- Commitment to safe working environment.
- Ability to provide leadership and supervision to staff and volunteers while also having the ability to perform most tasks in the absence of staff or volunteers.
- Ability to move and handle furniture and fixtures which will require lifting up to 50 lbs.
- Ability to speak Spanish a plus. (but not required)



Critical performance outcomes

- Ensure that the six-day store operation is staffed appropriately with employees and volunteers for optimal customer service needs.
- Create and implement an ongoing public relations campaign to highlight the many features of the store to create a place for the store in the community.
- Ensure the accuracy of daily register reconciliation with volunteers.
- Maintain an effective and well-trained base of volunteers.
- Fulfillment of responsibilities described above.

Send Resume to hr@habitatbroward.org

Subject Line: ReStore Manager