



## ReStore Assistant Manager

**Position Description:** Assists ReStore Manager with daily operation of the ReStore including tasks outlined below. Coordinates merchandise intake area, assuring quality and quantity control while maintaining production, keeping store and safety requirements in mind.

**Qualifications:** Retail/business or equivalent experience preferred. Must have strong personal and organizational skills, exhibit strong leadership and team building skills, and have effective decision making ability.

**Status:** Full Time, benefits

**Hourly rate:** DOQ

### Duties/Tasks:

- Assists with the orientation, training and development of store staff, service participants, community service workers and volunteers.
- Assists in enforcing and communicating Habitat policies and procedures.
- Supervises staff in absence of ReStore Manager.
- Assists in completing and submitting records and reports on workers accurately and on a timely basis.
- Maintains confidentiality of Human Resource and other pertinent facility information.
- Effectively handles workplace accidents of injured employees and timely and accurate accident reporting of injury.
- Assists in ensuring that all paperwork is completed in an accurate and timely manner to include opening / closing procedures, balancing cash drawers, bank deposits and production reports.
- Assists in recording of statistical information concerning incoming donations, in-store production, inventory, sales, etc. Submits required records on a timely basis.
- Assists in monitoring and optimizing in-store production (including salvage items) and inventory.
- Assists in administrative and clerical details of store operations such as preparing store requests, ordering forms, purchasing supplies, and handling cash as directed by ReStore Manager.
- Assists in ensuring an attractive and convenient layout of the sales floor.
- Assists in overseeing rotation of materials, visual merchandising, cleanliness and organization of sales floor.
- Participates in monthly store team meetings to discuss and seek input on store operations and retail training and to report on retail and Habitat issues. Submits necessary meeting reports on a timely basis.
- Participates in monthly safety meetings, emergency drills and facility inspections.
- Assists with ensuring compliance with all asset protection policies and procedures. Reports problems and concerns to ReStore Manager (or Director in the absence of the ReStore Manager).
- Effectively communicates and documents progress, concerns and problems to ReStore Manager.
- Reports known or suspected security and / or theft problems (internal and external).
- Able to often lift up to 50 pounds at a time.
- Able to occasionally lift up to 90 pounds at a time.
- Able to stand on one's feet for long periods at a time.
- Able to provide proof of clean driving record.
- Other duties as assigned and required.