

## ReStore Manager

If you are looking for a position that has meaning, and desire to work for an employer that is impacting the local community by providing affordable homeownership, we are interested in talking to you and invite you to join in our Mission: Seeking to put God's love into action, Lakeshore Habitat for Humanity brings people together to build homes, community, and Hope.

The ReStore is an integral part of our mission and ministry. We sell new and donated home improvement items and building materials at great prices, with proceeds going to build safe, decent, and affordable homes for families in our community. Another benefit is that donated items are repurposed and reused instead of being sent to a landfill, which benefits our community and our world.

The ReStore Manager is vital to the successful operation of the ReStore. A successful candidate would be expected to uphold the Values of Lakeshore Habitat for Humanity:

- Seeks God – Models honorable behavior, language and actions
- Safety – Maintains an environment free from physical hazards, unsafe actions and verbal or physical harassment.
- Hospitality – Provides a welcoming, friendly, and gracious environment for customers, donors, staff, and volunteers.
- Stewardship - The careful and responsible management of affiliate resources, donations, and capitol.

## Primary Duties

- Overseeing the daily operations of the ReStore from opening to closing
- Leadership, supervision, scheduling and training of all ReStore staff and volunteers
- Opening and closing the store including daily cash register reconciliation
- 75% of time spent on the sales floor leading the team
- Assists staff in daily store tasks as needed
- Responsible for overseeing cleaning, presentation, safety and upkeep of interior and exterior of the ReStore
- Overseeing of merchandising, pricing, cleaning and upkeep of product displays and sales floor
- Actively monitors inventory levels, identifies slow moving or overstocked items and adjusts pricing as needed
- Work with Procurement Manager to make sure the right mix of merchandise is in the store
- Manage calendar to ensure the ReStore is always staffed properly with both staff and volunteers
- Ensure that payroll is done on time and correctly
- Schedules marketing sales and promotions
- Takes initiative to seek opportunities for improvement, lead team to achieve goals, and proactively solve problems as they arise
- Member of ReStore leadership team that participates in long range planning and goal setting

### Required Qualifications

- Must be committed to the mission and ministry of Lakeshore Habitat for Humanity
- Past leadership experience
- Knowledge of building and decorating products
- Customer facing retail, sales, or hospitality experience
- CPR certification and basic First Aid training or willing to achieve within 3 months of hire date
- Windows computer operation including Microsoft Office Suite

### Working Conditions

- Retail sales floor
- Standing for long periods of time

