ReStore Assistant Manager
Habitat for Humanity of Montgomery and Delaware Counties, PA

Reports to: ReStore Manager

Description: As a leader of a small but dynamic team, you will be involved in all aspects of our ReStore retail operation. Responsibilities include training, leading, and providing support for staff and volunteers, serving as Manager on Duty in the absence of other Managers, providing excellent customer service to increase our sales, steward our donors, customers, and volunteers, and perform other duties as assigned.

Employee Status: Full-time, non-exempt, Tuesday-Saturday, with occasional evening or Monday activities, eligible for benefits after 90 day (480 hours) worked.

General Duties:

- Provide support to the Restore Director and Management team as requested, serving as Manager on Duty when necessary.
- Provide excellent customer service to our donors, customers, and volunteers
- Train, supervise and support ReStore Associates and volunteers assuring compliance with all policies and procedures for sales, safe handling, and display of merchandise
- Processing donations including occasionally drive our box truck to pick up donated goods.
- Assist with the planning and efficiency of donation drop off and pick up and assist with unloading donation trucks.
- Handle cash, credit and inventory transactions assuring all cash control policies are followed
- Stock and display merchandise safely and in a manner that encourages sales
- Other duties as assigned

Requirements:

- Positive attitude, reliable, and demonstrated high energy level
- Understanding of, and enthusiasm for, the Habitat for Humanity mission
- Excellent customer service and communication skills
- Ability to thrive in a fast-paced environment
- Willingness and ability to work in warehouse conditions including, heat, cold, and dust
- Must be able to bend, kneel, and stand for extended periods of time
- Ability to lift 50 lbs. and stand for long periods of time
- Ability to handle cash, credit, and other transactions
- Ability to work collaboratively as well as independently
- Strong organizational and time management skills
- Ability to work with people from all backgrounds and varying degrees of experience
- Creative problem-solving skills
- Aptitude to report on effectiveness of ReStore efforts through revenue evaluation, customer tracking, etc.

Other Requirements:

- High School Diploma or equivalent required
- Valid driver license with a clean driving record
- At least two (2) years retail or related experience
- Previous work with volunteers is a plus
- Must pass criminal background check and PA child abuse clearance
Note:

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of the position. All employees may have other duties assigned at any time.

We are an equal opportunity employer. Applications are considered for positions without regard to veteran status, uniformed service member status, race, color, religion, sex, sexual orientation, physical or mental disability, genetic information or any other category protected by applicable federal, state or local laws.

Competitive Benefits Include: Group health, dental and vision insurance, short term disability, life insurance, access to; as well as 20 days paid time annually. Salary: $38,000-45,000 based on experience

Please include a cover letter and an updated resume with your application. Please submit applications to development@habitatmontdelco.org with the position title as the subject. Habitat for Humanity of Montgomery and Delaware Counties is an Equal Opportunity Employer and we’re committed to diversity and equal opportunity in our recruitment and hiring. Qualified candidates of all backgrounds are welcome and encouraged to apply for this position.

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