



## **Position Description – ReStore Assistant Manager**

Job Title: ReStore Assistant Manager  
Reports to: ReStore Manager.  
Status: Full Time  
Pay: \$14-\$16  
Schedule: Tues - Sat 8:30 AM – 5:00 PM  
Benefits: Life Insurance, PTO, Health Insurance

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### **Position Summary:**

We are in search of someone with a dynamic personality to join our awesome team! This person is responsible for the overall daily operations and performance of the ReStore assigned. Assisting the Restore Manager with certain administrative and operational goals and functions. This person is committed to reaching sales goals to support Habitat’s mission. Provides leadership, direction and motivation to employees and volunteers. Ensures a positive and rewarding experience for all customers, donors, and volunteers.

The purpose of ReStores is to generate revenue through the sales of donated furniture, building materials, and household items to support Habitat’s mission of bringing people together to build homes, communities, and hope. Through its efforts, the ReStores facilitates recycling, minimizes landfill waste, provides low-cost home improvement items, and increases Habitat’s visibility in our community.

### **Qualifications & Physical Requirements:**

- Minimum of three years’ experience in retail service and at least one year management experience.
- Basic computer and POS skills.
- Ability to lift, move and/or handle merchandise weighing 50 lbs.
- Excellent interpersonal and communication skills while working with people from diverse backgrounds.
- Professional approach and appearance.
- Ability to stand and walk most of the day
- Organized and dependable.
- Must pass a background check and drug test.
- Commitment to the mission of Habitat for Humanity.

### **Essential Duties and Responsibilities:**

- A personable, outgoing, and self-motivated personality is a must!
- Oversee display and organization of showroom sales areas jointly with manager to ensure all items are neatly displayed and properly priced and ticketed for sale.
- Record and report on donation pickup requests daily

- Responsible for Daily sales/cash register reconciliation and deposits
- Ensure store policies and procedures are always followed.
- Promptly processing and pricing donations while also managing pricing and sales of inventory.
- Provide direction for productive use of volunteers and community service workers.
- Personally, or assign assistance with arrival of donations, ensuring a positive donor experience.
- Ability to handle and defuse challenging situations with tact.
- Establish and grow customer and donor relationships.
- Oversee and maintain daily/weekly/monthly task assignments and records.
- Maintain a safe, clean, organized, and neat environment.
- Screen donations to ensure they are sellable
- Share with customers, volunteers, and donors the Habitat for Humanity's mission and current work.
- Perform all other duties and tasks as assigned.



## **Position Description – ReStore & Truck Donation Ambassador**

Job Title: ReStore & Truck Donation Ambassador  
Reports to: ReStore Assistant Manager (ReStore Manager in absence)  
Status: Full Time  
Pay: TBD  
Schedule: Tues - Sat 8:30 AM – 5:00 PM  
Benefits: Life Insurance, PTO, Health Insurance

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### **Position Summary:**

We are in search of someone outgoing, personable, and self-motivated to join our team! This position is responsible for processing donations both in-store and on our pick-up truck. The individual is expected to cultivate and deepen relationships with our donors and will often be the first face of our organization to donors.

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### **Qualifications & Physical Requirements:**

- Minimum of two years’ experience in customer service.
- Ability to lift, move and/or handle merchandise weighing 50-75 lbs.
- Excellent interpersonal and communication skills.
- Professional approach and appearance.
- Team Player.
- Organized and dependable.
- Valid driver’s license
- Must pass a background check and drug test.
- Commitment to the mission of Habitat for Humanity.

### **Essential Duties and Responsibilities:**

- A personable, outgoing, and self-motivated personality is a must!
- Team Player who’s able to step in where needed.
- Establish and grow donor relationships.
- Oversight of coordination and organization of donations to maintain a safe, clean, and neat environment.
- Collect and report on donation tracking information and trends.
- Share information on donors to ensure we are able to recognize them and express appreciation.
- Assist with loading and unloading of donations both on site and on the pick-up truck.
- Screen donations to ensure sellable
- Share with donors Habitat for Humanity’s mission and how their donation helps.
- Assist in large donation drive activities.
- Perform all other duties and tasks as assigned.