



## **Job Posting**

**Position:** ReStore Manager

**Affiliate:** Rapides Habitat for Humanity

**Reports to:** Executive Director

The ReStore is operated by Rapides Habitat for Humanity and is part of a fast growing nationwide collective Habitat ReStores. ReStores raise funds for Habitat for Humanity by collecting donated building materials, appliances, furniture and other home improvement products and selling these items to the public at prices well below retail.

The Rapides ReStore is seeking a highly organized and motivated ReStore Manager to run the day-to-day operations. The Rapides ReStore is a retail warehouse run by small staff and dedicated volunteers. It has operated since 2007 and is currently in a phase of tremendous growth.

## **Job Description**

This is a full-time salaried position reporting directly to the Executive Director. The ReStore Manager is responsible for the day-to-day operations of the ReStore and assists the Executive Director with planning and budgeting for the store.

## **Operational Responsibilities**

- Oversee day-to-day operations of the ReStore. Includes supervising staff and volunteers, and delegating tasks to maintain an efficient and profitable work environment.
- Work on the sales floor directing staff and volunteers in receiving, pricing, and selling donated materials. This will at times include lifting, forklift operation, truck driving [pick up and small box], and leading projects within the store.
- Interact with customers on a daily basis to stay aware of sales trends, high demand items, recognize regular customers, and problem solve any situations that may require managerial input.
- Interact with building supply retailers on a weekly basis to stay aware of inventory pricing trends.
- Identify the ReStore's goals, needs, and priorities and effectively communicate them to the staff and the Executive Director.
- Work with the Executive Director to create and sustain long term committed staff and volunteers for the ReStore.
- Ensure that the ReStore is a safe place to work for both volunteers and staff. This includes the regular maintenance of vehicles and equipment as well as facility, materials and storage safety.
- Oversee the pricing system and structure, making certain that materials are priced appropriately and that waste is reduced as much as possible.
- Schedule staff and oversee the scheduling of volunteers to ensure that the store is properly staffed during hours of operation. Report to the Executive Director on staff issues and concerns, hold staff meetings as necessary, provide support to staff, and provide feedback about their job performance.

## **Financial Accountability**

- Accurately track and report financial information to the Executive Director
- Ensure that deposits and reconciliation occurs daily and that any irregularities are explained.
- Submit daily sales reports and deposit slips to Office Manager daily.
- Work with the Executive Director to analyze store sales and profitability.
- Work with the Executive Director in the creation of the annual budget.
- Work within the budget's expenses and make every attempt to meet sales projections and ensure a high percentage of net profit returned to Habitat.

## **Oversight and Supervision**

- Oversee the work of volunteers and staff with regard to donations and continually analyze the needs of the store as related to donations and pickups.
- Oversee the work of staff and volunteers and work together to ensure that the store has an increasing number of volunteers, which are organized and used effectively. This would include working with the Executive Director on the development of systems and policies to guide the volunteer program efficiently and effectively.
- Oversee the work of staff and volunteers in the day-to-day operations of the store.

## **Expectations**

- Be courteous and professional in all interactions.
- Communicate effectively with people of diverse backgrounds.
- Learn about Habitat for Humanity and be able to communicate its mission and purpose to volunteers, customers, and donors.
- Be dedicated to working in and promoting a team environment.
- Be willing to work within the guidelines of Habitat for Humanity.
- Lead in maintaining an atmosphere within the ReStore that encourages and fosters an open sharing of ideas.
- Lead in maintaining high levels of organization, neatness, and cleanliness at the store.

## **Required Skills and Experience**

- A minimum of 3 years retail management or high-level assistant management experience.
- Familiarity with construction materials, building supplies, and appliances a plus.
- Familiarity with and a passion for recycling and waste prevention/reduction.
- Experience organizing, inspiring, and leading others.
- A demonstrated ability to lead others with clarity, authority, and kindness.
- Outstanding customer service attitude and the ability to communicate with customers, volunteers, and staff at all times.
- The ability to work as part of a team, both as a leader and as a team player.
- Highly organized, systematic and able to make order and neatness of the store a high priority.
- High School Diploma or GED
- Submission to a drug screening and background check
- Valid Louisiana drivers license
- Ability to perform mild to moderate lifting

Competitive salary based on experience.

**To apply, submit a resume and cover letter to:**

[restoremanagerposition@suddenlinkmail.com](mailto:restoremanagerposition@suddenlinkmail.com)

318.449.9804 Fax

1320 Monroe St., Alexandria, LA 71301

**\*No phone calls please.**