



## ReStore ASSISTANT MANAGER

Department: ReStore

Location: Wake Forest ReStore

Supervisor: ReStore Manager – Wake Forest

### SUMMARY:

This is a paid full-time hourly (non-exempt) position reporting directly to the ReStore Manager. The ReStore Assistant Manager is jointly responsible for all day to day operations of the ReStore. The position is located in Wake Forest.

### WORKER PERFORMED OR KEY RESPONSIBILITIES

#### Operational Responsibilities:

- To co-manage day to day operations of the ReStore; this would include supervision of staff and volunteers and the delegation of tasks to provide an efficient and profitable work environment.
- To work on the sales floor directing volunteers in the receiving, pricing, and sales of donated materials. This will at times include lifting, truck driving, and leading projects within the store.
- To interact with customers on a daily basis; being aware of sales trends, regular customers, and to problem solve any situations that may require managerial input.
- To create and sustain a long term committed staff for the ReStore.
- To 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.
- To help ensure that the store is properly covered by staff during hours of operation and to schedule staff and oversee the scheduling of volunteers.

#### Financial Accountability:

- To accurately track and report financials.
- To ensure that cash outs happen at least daily and that any irregularities are explained.
- To work with the Manager to analyze store sales and profitability.
- To work within the budget as clearly as possible for expenses and to make every attempt to meet sales projections.

#### Expectations:

- To be courteous and professional in all interaction.
- Communicate effectively with people of diverse backgrounds.
- To learn about Habitat for Humanity of Wake County and the ReStore, and be able to communicate our mission and purpose to volunteers and customers.
- To be dedicated to working in and promoting a team environment.
- To be willing to work within the guidelines of Habitat for Humanity.
- To lead in maintaining an atmosphere within the Restore that encourages and fosters an open sharing of ideas, concerns, and hopes.
- To possess the ability to have grace and humor under pressure.

### PHYSICAL REQUIREMENTS:

- Ability to lift over 50 lbs.

#### **EDUCATION/EXPERIENCE REQUIREMENTS:**

- College Degree or four year experience working in customer service, retail, reuse, construction, and/or trades is preferred.

#### **SALARY:**

- Salary will depend upon experience and qualifications. Habitat offers a comprehensive benefit package including medical, dental, vision, 401K, flex plan, and 3 annual weeks of vacation.

#### **APPLICATION PROCESS:**

- If interested, please e-mail a cover letter and resume to: [edmundoyanez@habitatwake.org](mailto:edmundoyanez@habitatwake.org)

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