



Job Title: ReStore Assistant Store Leader

Employment Status: Hourly, Non-Exempt

Reports To: ReStore Store Leader

Job Summary:

The ReStore Assistant Store Leader is responsible for supporting the ReStore Store Leader in managing all aspects of a ReStore operations. This position is responsible for the overall performance of the ReStore with primary responsibilities that include managing the sales floor overall presentation and merchandising standards, all POS processes and private residential donations and processing. The assistant store leader should also be able to effectively assist in all store operations that may include scheduling, community outreach programs and have an ability to drive store performance through sales and customer experience.

Essential Duties and Responsibilities

- Responsible for managing the day to day operations of the “front of house operations” This will include sales floor presentation and merchandising, all POS processes and “front door” donation processes.
- Promote donations, drive sales, and profits of the ReStore to provide sustainable funding to support Habitat for Humanity-MidOhio’s mission.
- Develop and enforce pricing policy and processes for store merchandise. Review and adjust pricing as necessary for changing market conditions.
- Oversee the effective merchandising of the floor, maximizing available display space and use inventory control and pricing to ensure appropriate turnover of merchandise.
- Ensure all of HFHMO’s policies and operational processes are followed and hold team members accountable for following all aspects of the ReStore operation.
- Responsible for all aspects of the POS process, ensuring that all transactions are efficient and accurate. Will complete daily observations of cashiers to validate store is on process.
- Responsible for ensuring that all residential donations are being efficiently processed and accurately priced by staff team members.
- Work to build and develop relationships with affiliate partners that include: Homeowner Services, Volunteer Services, Development, Construction, Finance and other area ReStore managers.
- Establish and maintain relationships with potential and existing donors, including contractors, suppliers, individuals, businesses, community, and church groups to increase quality and quantity of merchandise donations.
- Work in partnership with affiliate staff and the Donation/Volunteer coordinator to manage the overall volunteer operation. This would include training new volunteers,

guide and provide direction to volunteer groups and individuals and follow up to ensure your store is delivering a high quality and consistent volunteer experience.

- Attend and participate in ReStore-related training opportunities.
- Dedication to and ability to articulate the mission and core values of Habitat for Humanity-MidOhio.

Job Requirements:

- Bachelor's degree in related field or related professional experience preferred but not required.
- Demonstrated success and experience in supervising and leading employees and/or volunteers
- Demonstrated ability in training, managing, leading, and developing people.
- Strong problem-solving ability and analytical skills.
- Must possess strong interpersonal skills in dealing with customers and staff team members.
- Can communicate effectively and confidently and be able to give and follow written and oral direction. Working knowledge of Microsoft Office.
- Physical ability to perform tasks, including lifting up to 50 pounds and standing for long periods at a time.
- Flexible Availability-Typical work week is 8:30a-5:30p, 5 days between Monday-Saturday. Some evening and/or additional hours outside of this schedule may be needed for volunteers and to attend training events and activities.

EQUAL EMPLOYMENT OPPORTUNITY

Habitat for Humanity-MidOhio is committed to building and retaining a diverse workforce. We strongly encourage qualified candidates of diverse backgrounds to apply. We believe the inclusion and amplification of our differences create a more effective workplace and a more compassionate world.

All qualified applicants will receive consideration for employment without regard to national origin, race, color, religion, age, sex, sexual orientation, marital status, individuals with disabilities, and equally to disabled veterans and veterans of the Vietnam Era.