

POSITION DESCRIPTION
HABITAT FOR HUMANITY OF WILLIAMSON COUNTY, Texas (HFHWC)
AS OF 2-6-19

Position: **Round Rock ReStore Manager**
Classification: Exempt
Status: Full-time Employee
Reports to: ReStore Director or his/her designee
Evaluation: Annually within last quarter of fiscal year

GENERAL RESPONSIBILITIES

The Round Rock ReStore Manager is responsible for the day to day operations of the Round Rock ReStore.

SPECIFIC RESPONSIBILITIES

- Committed to, able, and willing to share the HFHWC mission and vision with customers, donors and volunteers.
- Implement strategies to achieve the goals and objectives through the annual strategic planning process and identified by the Executive Director and ReStore Director.
- Implement policies and procedures for high-quality performance of all aspects of the Round Rock ReStore.
 - Participate in the annual strategic planning process as required.
 - Review the Round Rock ReStore policies and procedures at least quarterly and recommend changes as needed
- Oversee the effective merchandising of the sales floor, maximizing available display space and use inventory control and pricing to ensure turnover of merchandise.
 - Maximize income generation out of every donation received.
 - Ensure every donor and customer is greeted, provided quality service, and thanked for their involvement with HFHWC.
 - Review and adjust pricing as necessary for changing market conditions.
- Recruit, train, manage and retain paid and volunteer staff to meet donation, sales and event goals each week
 - Hire, train and manage ReStore paid staff with assistance and oversight as needed by the ReStore Director and Executive Director.
 - Work in conjunction with the ReStore Director and Community Involvement Director to meet these goals.
 - Place each volunteer in a job to utilize their skills and maximize their abilities.
 - Ensure adequate coverage for all donation and sales open hours.
- Ensure that all areas of the store, rest rooms, and warehouse are clean and safe each day.
- Attend and actively participate in training opportunities.
- Ensure compliance with all financial reporting practices including, but not limited to, the reconciling of daily sales and the daily closing out of all financial transactions.
- Ensure that the ReStore Director is informed on a regular basis of progress and challenges.
- Work in partnership with affiliate staff as needed to meet affiliate goals.
- All other duties as assigned.

QUALIFICATIONS

- Ability to plan, schedule, prioritize, coordinate, delegate and manage multiple work activities simultaneously.
- Demonstrated administrative, communication, financial and leadership skills.
- Physical ability to perform tasks, including lifting up to 50 pounds and standing for long periods at a time.
- Experience in supervising and leading employees and volunteers, directing successful teams and accountable for meeting objectives.
- Experience in a retail environment preferred.
- Demonstrated ability in training, managing, leading and developing people.
- Working knowledge in social media, Microsoft Office, including Word, Excel and email.
- Attention to detail and overall quality control.
- Excellent written and verbal communication and public relations skills.
- Strong interpersonal skills, dealing well with a variety of people, personalities and backgrounds.