

POSITION DESCRIPTION

HABITAT FOR HUMANITY OF WILLIAMSON COUNTY

Position: **ReStore Manager**
Classification: Exempt
Status: Full-Time Employee
Reports to: ReStore Director
Evaluation: Annually within last quarter of fiscal year

General Responsibilities

The ReStore Manager is responsible for the acquisition, marketing, and sale of new and slightly used building materials, for the implementation of services to provide affordable repair and remodeling material to low-income homeowners, and to generate funds for use by affiliate in support of its building initiatives.

Specific Responsibilities

- Manages the day-to-day operations of the ReStore
- Ensures volunteer resources are adequate to maintain ReStore operations each week
- Selects, orients, trains and supervises all paid staff and volunteers
- Provides annual performance appraisals of ReStore staff; recommends compensation increases and disciplinary actions, including termination, to the ReStore Director.
- Ensures compliance with established safety and security practices and procedures and adherence to the Affiliate's safety standards.
- Ensures compliance with all financial reporting practices including the reconciliation of daily sales, the daily closing out of all financial transactions, and submission of all invoices and daily receipts to the affiliate's ReStore Director or his/her designee
- Determines the market demand for specific new and slightly used materials; establishes and ensures adherence to pricing and sales policies and procedures.
- Establishes and manages the procurement strategy of quality materials; serves as the liaison with potential/current suppliers of used and surplus materials.
- Ensures all donors of materials are acknowledged for their contribution
- Coordinates with other affiliate staff in the marketing and advertising of the ReStore
- Prepares the annual operating plan for the ReStore, including operating budget and sales forecasts.
- Understands the affiliate's construction materials and needs
- Coordinates receiving and/or pick-up schedule of all donated items; drives affiliate vehicles to pick up donated goods when necessary
- Loads and unloads all materials as necessary
- Maintains effective working relationships with affiliate staff, volunteers, partner families, donors and the general public
- Performs other duties and tasks as assigned.

Qualifications

- Fully supports the ideals and mission of Habitat for Humanity of Williamson County
- High School degree or equivalent, two years of college preferred
- Retail or wholesale management experience – including bookkeeping and related financial processes
- Effective customer relations and sales skills
- Computer skills: E-mail, Microsoft Word, Excel, Access
- Well-developed organizational, planning, and collaborative skills
- Acute attention to details and follow-through
- Team player
- Sound judgment and initiative

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