



We build **strength, stability, self-reliance and shelter.**

Position Description

Job Title: ReStore Manager
Department: ReStore
Reports to: ReStore Director
FSLA Status: Full Time/Exempt
Benefits: Medical benefits, paid holidays, PTO
Work week: Tuesday-Saturday

Summary: The Manager of the ReStore provides overall managerial leadership for the Lafayette Habitat for Humanity ReStore in accordance with the directives, policies and objectives set by the affiliate. The Habitat ReStore mission is to generate revenue through the sale of donated, reclaimed and purchased building materials, appliances, furniture and tools to support the mission of Lafayette Habitat for Humanity, which is to build homes, community and hope. The Manager is responsible for the overall operations of the ReStore and its financial growth.

Essential Duties and Responsibilities:

General Administration

- Responsible for leadership, guidance, and control of all aspects of daily operations.
- Oversee all retail operations, ensuring consistent, smooth and efficient operations and high level of customer service.
- Develop and implement policies and procedures, ensuring store complies with affiliate and HFHI policies and with applicable standards and regulations.
- Maintain safety of customers, donors, volunteers, and staff Develop and maintain strong donor relationships.
- Support and engage a large group of volunteers throughout Habitat Store operations, including retail, processing, donation procurement, planning and leadership.
- Maintaining a store environment that provides great customer service to shoppers and the donating public.
- Enhance the organization's culture by reinforcing core values and fostering a positive work environment.

Operations and site maintenance:

- Initiate, coordinate and enforce program, operational, and personnel policies and procedures.
- Maintain stability and reputation of store.
- Supervise maintenance of facilities, vehicles, and equipment.



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Financial Management

- Create monthly labor budget.
- Maintain staffing levels and spending limits.
- Analyze variances and initiate corrective actions
- Maintain and control back banks, petty cash, cash donations, and deposits.

Staffing:

- Recruit, interview, hire (in collaboration with senior staff).
- Provide orientation and training.
- Oversee performance management including analyze, prepare, and present staff reviews.
- Monitor and report on achievement of rocks

Pricing control:

- Research products to ensure correct pricing.
- Collaborate with other managers on shared or common product pricing guidelines.
- Authorize clearance sales.

Qualifications:

- Must be able to articulate the mission, values (see below) and goals of Lafayette Habitat for Humanity and of the ReStore.
- At least 5 years' experience in retail management or other relevant management experience.
- Must have demonstrated independent responsibility for program management and accomplishing results by building and leading successful teams.
- Experience supervising staff required, developing markets and networking plans.
- Excellent interpersonal and communications skills with groups, committees, and individuals.
- Computer skills including MS Office and Quick Books

Physical Demands:

- This individual will be expected to assist the staff in performing store functions and, therefore, must be able to lift up to 50 pounds.
- Will also experience frequent bending, squatting, lifting and repetitive motion.
- Ability to work the computer for an extended period of time.



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About Habitat for Humanity: HFH is a community-based, ecumenical Christian housing ministry building affordable, sustainable homes in partnership with local households who need a decent place to live. Habitat acts as both contractor and lender, selling houses to partner families at cost via no-interest mortgages, proceeds from which are reinvested to finance construction of more homes. For more information visit our website at www.habitatlafayette.org or find us on Facebook at www.facebook.com/lafayettehabitatforhumanity.

Lafayette HFH is an Equal Opportunity Employer. All candidates will be required to undergo a background check.