

ReStore Manager

ReStore Powhatan: ReStore currently is a 2,600-square-foot store at 1922 Urbine Road that accepts donated goods from homeowners, manufacturers and contractors. Furniture and building supplies are then sold, at great prices, to the general public. The store's operations generate funds to support the Habitat Powhatan affiliate and its local building and repair programs. Through its efforts, the ReStore also facilitates recycling, minimizes landfill waste, provides low-cost home improvement materials to the public, as well as increases Habitat's visibility in our community.

DESCRIPTION: The ReStore Manager is responsible for the overall management of the store's operations as well as plays an active role in planning for the ReStore's future and represents the store in the community. We need a manager who is personally motivated, can motivate others and make it a fun environment, lead by example, and keep safety first.

JOB SCOPE: The store manager will work 28 hours a week, Wed. through Saturday, 8 to 3. Store is formally open to public on Saturdays 9 to 2 p.m., but is open to walk-ins, when possible, on Wed. through Fridays as we prepare for Saturday's opening.

KEY EXPERIENCE AND RESPONSIBILITIES

Retail management experience

Self-motivated, reliable and enthusiastic.

Able to engage with and motivate volunteers and staff with diverse backgrounds and capabilities

Effective time management, decisive organizational skills and goal-setting

Familiarity with POS software such as Vend and Square, iPads, word processing and spreadsheet software. Ability to back-up cashiers.

Ability to engage well with customers and negotiate sales.

Final cash drawer reconciliations, weekly audit of sales spreadsheet and deposits at bank, and monthly progress of sales goals to appropriate staff.

Manages procurement of donations through multiple sources and follows with appropriate formal thank-you notes for large donations

Lead tracking and trending analysis for donations, pickups, marketing, customer satisfaction and sales.

Commitment to a safe, secure, attractive and friendly work environment

Able to lift 30+ #s and to climb a ladder

Valid license

Please send cover letter and resume to executivedirector@habitatpowhatan.org

Resumes along with cover letters will be reviewed as received until the position is filled.

