

## Job Description

### Part-time Assistant Manager

#### Job Summary

Provide support to the ReStore Manager in the management of day-to-day store operations. They are responsible for transactions and point of sale experiences. They train and manage staff and volunteers who work on the floor.

All staff participate in our mission and vision.

***Our Mission:*** Seeking to put God's love into action, Habitat for Humanity, brings people together to build homes, communities, and hope.

***Our Vision:*** A world where everyone has a place to live.

**This position requires the ability to pass the following background checks: criminal history, sex offender.**

#### Responsibilities

##### Management

- Provide onsite training and supervision of staff and volunteers.
- Assist with the selection and onboarding of new staff.
- Lead and train staff on proper pricing structures.
- Effectively recruit, train, schedule, and retain volunteers.

##### Store Floor

- Coordinate store layout and merchandising.
- Ensure a safe environment for staff, shoppers, donors, and volunteers.
- Supervise daily product flow, ensuring donations are handled with care and efficiency.
- Communicate with donations teams about temporary holds on goods needed and on what is selling particularly well.
- Maintain store cleanliness.

##### Customer Relations

- Engage customers and provide excellent customer service.
- Handle customer complaints when necessary.
- Collaborate on planning special sale days/events.

##### Organizational Duties

- Help set and meet performance goals.
- Enforce all HfHI and ReStore policies fairly.
- Make policy recommendations as needed.



## Required Qualifications

### Education, credentials, and experience:

- One year of cashiering experience including register opening and closing responsibilities.
- Sound mathematical experience related to collecting store data and to running sales.
- Microsoft Office Suite, and ability to learn and utilize databases.

### Knowledge, Skills, Abilities and Competencies:

- Strong spatial and organizational skills related to store layout.
- Excellent telephone and in-person communication skills.
- Able to safely move heavy donations up to 75 pounds using dollies and other provided tools.
- Desire to participate in Habitat for Humanity's mission.
- Works with and helps others to accomplish objectives.
- Identifies opportunities and issues, and proactively acts and follows through on work activities to capitalize or resolve them.
- Ability to learn new policies.

## Preferred Qualifications

- High school diploma or equivalent.
- 2-3 years of cashiering experience.
- Experience managing others.
- Success in recruiting and maintaining volunteers.

## Physical requirements and work environment

- Sit for long periods of time doing computer work.
- Regularly walk the store, bend, and pick up objects.
- The work is performed in a retail store and occasionally in a warehouse environment with exposure to extreme temperatures, vehicle fumes, and machine noise.

## Hours of work and required travel

- Core business hours are Tuesday-Saturday between 8:00 a.m.-4:00 p.m.

## Tools and equipment used

- Basic Proficiency in MS Office, other computer programs, use of the Internet, and Point of Sale system.
- Regularly operates manual material handling equipment and tools.

Please submit a letter of application and your resume to [slafler@habitatdjc.org](mailto:slafler@habitatdjc.org) with ASSISTANT MANAGER APPLICATION in the subject line. We will begin reviewing applications as they come in and will continue accepting applications until we hire.

**Pay:** \$17-\$22/hour – commensurate with experience.

**Benefits:** PTO, Paid holidays



**Habitat for Humanity is an equal opportunity employer and seeks to employ and assign the best qualified personnel for all our positions in a manner that does not unlawfully discriminate against any person because of race, color, religion, gender, marital status, age, national origin, physical or mental disability, sexual orientation, veteran/reserve/national guard status, or any other status or characteristic protected by law.**

The job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice.

This document is not a contract of employment and is not intended to create any contractual rights either expressed or implied between the organization and its employees.

My supervisor has reviewed these responsibilities and qualifications with me. I have read and understand the responsibilities as stated in the job description.

Employee Name/Signature

Date

Supervisor Name/Signature

Date

<b>Job Title:</b> Assistant Store Manager	<b>Employment Status:</b> Full-Time/Part-Time
<b>Department:</b> ReStore	<b>FLSA Status/Pay Basis:</b> Non-Exempt/Hourly
<b>Reports to:</b> ReStore Manager	
<b>Date Revised:</b> 12 February 2024	<b>Supervises:</b> Cashiers and front of house volunteers