



ReStore Assistant Manager

Job Description

REPORTS TO: ReStore Manager

DIRECT REPORTS: All ReStore staff and volunteers

POSITION SUMMARY: The Habitat for Humanity of the Greater Teton Area (Teton Habitat) ReStore is a nonprofit home improvement store that sells new and gently used furniture, home accessories, building materials, and appliances to the public at a fraction of the retail price. The proceeds are used to support Teton Habitat's mission of building affordable homes. Through its efforts, the ReStore facilitates recycling, minimizes landfill waste, provides low-cost home improvement items, and increases Habitat's visibility in our community.

The ReStore Assistant Manager is responsible for overall management of the store's day-to-day operations, playing an active role in planning for the store's future, and for representing the ReStore at public and community events. Specific responsibilities include:

RESPONSIBILITIES AND DUTIES:

- In coordination with the manager, oversee the administrative functions for the ReStore.
- Maintain accurate bookkeeping of transactions, revenue, and expenses.
- Observing all best practices for cash controls and handling.
- Maintain all ReStore tools, equipment, and vehicles to be 100% operational.
- Manage all ReStore operations with the utmost honesty and integrity in recognition that the ReStore is often one's first impression of Habitat for Humanity.
- Ensure the store is adequately staffed with employees and volunteers according to Teton Habitat's personnel policies.
- Ensure quality customer service is provided and grievances are professionally handled and reported to the Executive Director.
- Ensure compliance and vigorously enforce safety standards; establish regular safety training.
- Comply with best practice accident procedures; understand workers compensation procedures
- Establish and maintain relationships with potential and existing donors, including individuals, businesses, community and church groups to increase quality and quantity of merchandise donations.
- Perform all functions of a ReStore associate as necessary.
- Manage facility maintenance and mitigate immediate needs.
- Attend community events and educate public on the ReStore mission.

REQUIRED SKILLS / EXPERIENCE / PHYSICAL REQUIREMENTS

- Minimum of two years retail experience including leadership responsibilities, direction of successful teams and accountability for financial reporting.
- Self-motivation and adaptability to a very dynamic work environment.



- Ability to lead, train and manage staff and volunteers in a positive manner.
- Knowledge of sales and marketing.
- Effective time management and organizational skills.
- Effective written and oral communication skills. Fluency in Spanish is a plus.
- Computer skills, including word processing, spreadsheets and email.
- Ability to lift 50 pounds. Work may require frequent periods of standing, lifting, and bending.

Compensation commensurate with experience. Full health, dental and retirement benefits.

ABOUT TETON HABITAT: Teton Habitat brings people together to build homes, communities and hope. We help hard working families find opportunity and stability and to improve their futures. Habitat helps build stronger families and neighborhoods through homeowner education and by partnering with donors and volunteers to construct attractive, affordable homes. Homes are sold at no profit to pre-selected partner families with an interest free loan. Teton Habitat is a locally run affiliate of Habitat for Humanity International.