



ReStore Assistant Manager Description

Title: ReStore Assistant Manager (5 Days/40 hours a week- hourly position)

Reports to: ReStore Assistant Manager

Employee Status: Non-exempt, hourly at 40 hours per week

The ReStore is looking to hire an Assistant Manager to help with all aspects of ReStore operations. The ReStore is a division of Habitat for Humanity of the Greater Teton Area. The purpose of the ReStore is to generate revenue through the sale of donated furniture, building materials and household items to support Habitat's operations. Through its efforts, the ReStore facilitates recycling, minimizes landfill waste, provides low-cost home improvement items and increases Habitat's visibility in our community.

Responsibilities:

The ReStore Assistant Manager's responsibility is to provide support to the ReStore Manager, engage in a wide variety of tasks in the ReStore, and act as manager on duty in Manager's absence.

Operational:

Assist with the daily retail operations of the ReStore. Includes assisting ReStore customers, donation pickup acquisition, merchandising, scheduling, and other functions related to the ReStore Associate job description.

Volunteer Engagement:

Assist the ReStore Manager in maintaining and enhancing the volunteer base in the ReStore. Includes volunteer recruitment, hour tracking, and assigning volunteer tasks.

Customer Service:

Provide customer service through customer engagement in the ReStore, answer questions as they relate to Habitat's mission, and help to build ReStore donor base through donation acquisition and follow-up.

Support in the growth of ReStore donation acquisitions through community outreach with local businesses, relators, and other ReStore supporters.

Merchandising:

With direction from ReStore Manager, help to merchandise the store and prep for incoming donations. Help with monthly promotions and ReStore spotlights.

Safety:

Assist the ReStore Manager in developing safe protocols and procedures as they relate to daily ReStore operations. Help to maintain a safe working environment and customer shopping experience by keeping an eye out for unsafe practices.

Outreach:

Assist the ReStore Manager and Outreach Coordinator in organizing, marketing, setting up, and staffing community outreach events. Repair Café, Upcycle Workshops, Eco Faire, Mini Maker Fair, and other mission based events.

Qualifications / Physical Requirements:

- Good customer service skills and 2 years retail experience.
- Work may require climbing ladders, considerable standing, bending, kneeling and reaching, in awkward and tiring positions. Ability to lift 75 pounds.
- Must have basic computer skills, including Word, Excel, email and Facebook.
- Must be fluent in English. Bilingual Spanish and English is a plus.
- Knowledge of building materials and/or handyman experience is helpful.
- Must have a driver's license and maintain a good driving record.

Eligible for health and retirement benefits, as well as Paid Time Off.

To apply: Send resume to Kevin@tetonhabitat.org with the subject "ReStore Assistant Manager".