



**Position Type:** Full-time **Reports to:** ReStore Director

**Position Summary:** The RSDA will provide leadership for staff and volunteer team on a daily basis to carry out the work of the ReStore. The RSDA is responsible for all facilities including the safety and cleanliness of interior and exterior of ReStore and all associated vehicles. The RSDA will ensure proper oversight and guidance is provided to all staff and volunteers. The RSDA will be expected to identify areas of opportunity and lead in creating solutions to challenges within the ReStore.

**Responsibilities:**

- Oversee ReStore-related activities, including scheduling pickups of donated contributions, setting prices/sales and managing volunteers
- Maintain a strong working relationship with volunteers and staff
- Oversee display and arrangement of items on sales floor and determine how to best utilize floor space
- Maintain sales, accounting and bank records of all ReStore transactions
- Maintain policies and processes that address the diverse range of merchandise received by the ReStore and provide ongoing communication of them to staff, volunteers, and shoppers
- Train new staff in accordance with direction/approval of the ReStore Director
- Oversee maintenance and cleanliness of the ReStore and the vehicles including the fork lift
- Maintain effective procedures for the process of all recycled materials including heavy metals, aluminum cans, and clothing
- Maintain supplies within budget to meet needs of volunteers and staff
- Completion of light bulb inventory by the 25<sup>th</sup> of each month and ensure inventory and other requirements of purchased product is met.
  
- Ensure accurate shift register reconciliation with volunteers and staff
- Develop positive working relationships with staff and volunteers
- Understand and be able to communicate Habitats mission confidently and serve as an advocate for affordable housing

**Required Skills/Experience/Physical Requirements:**

- Excellent customer service skills with ability to diffuse tension and communicate calmly and positively at all times
- Minimum requirement of 3-5 years of recent experience in retail sales environment
- Strong organizational and time management skills with managerial experience
- Be a self-starter but able to work in a team environment
- Lift 100 lbs. minimum and move heavy items such as appliances/furniture
- Be able to stand, sit, bend, reach and/or lift for long periods of time
- Ability to cross train in all areas of the ReStore
- Have a NC driver's license