



ReStore Manager- Santa Cruz Habitat for Humanity Monterey Bay

This position is responsible for managing the day-to-day operations of the Habitat for Humanity ReStore in Santa Cruz.

Habitat for Humanity Monterey Bay operates two ReStores; one in Santa Cruz and one in Seaside. The ReStore is a retail store that sells donated furniture, appliances and building materials. The store is open to the public and all proceeds go to help build modest homes for low-income households in Santa Cruz and Monterey Counties.

Responsible to: Executive Director

Staff reporting to ReStore Manager: Assistant Manager, Driver, ReStore Associates. Total reporting staff; 8

Employee Status: non-exempt, hourly at 40 hours per week Pay Range \$28-\$35/hour DOE

Work Schedule: Tuesday – Saturday

PRIMARY DUTIES AND RESPONSIBILITIES:

GENERAL ADMINISTRATION

- Develop and implement store policies (i.e., hours of operation, product line, discounts, volunteer roles, etc.)
- Act to ensure that all Habitat policies are followed by ReStore staff.
- Provide appropriate training to ReStore staff in identifying, attaining and celebrating monthly goals for growth.
- Provide oversight to ensure a clean, safe and inviting shopping/working environment to customers, donors and volunteers
- Provide oversight of recycling/trash disposal and fluid movement of inventory
- Establish and maintain a process for speedy pricing of all merchandise.
- Manage warehouse maintenance and upgrades, as needed
- Maintain safety program including training and regular safety audits and inspections.
- Oversee the coordination and scheduling of donation drop offs and pickups
- Oversee the coordination and scheduling of volunteers and required orientation and supervision
- Acts to ensure that all donors, customers, and volunteers are treated equally, fairly, and with dignity

FINANCIAL MANAGEMENT

- Ensure daily banking deposits are accurate and timely
- Maintain security and ensure appropriate cash handling practices are in place
- Develop an annual ReStore budget and mid-year adjustments
- Work with staff to ensure that the budget projections are met
- Report financial anomalies to the Finance Director when they occur
- Prepare a monthly ReStore operations report for the Board of Directors

PERSONNEL

- Maintain staffing levels to ensure the smooth operation of the ReStore; minimize employee turnover
- Manage staff while complying with CA labor and harassment prevention laws
- Conduct regular staff meetings
- Carry out annual written staff evaluations for all ReStore staff
- Provide, or coordinate, the necessary training for staff
- Provide sweat equity opportunities for interested partner families
- Provide directed job activities for volunteer staff
- Promote strong team building activities for staff and volunteers
- Recruiting/Retaining quality volunteers

PUBLIC RELATIONS

- Plan and execute special events for the ReStore
- Pursue outreach opportunities to provide information about the ReStore to the community
- Develop and maintain active giving partnerships with area business
- Maintain good customer relations

MARKETING

- Develop an annual advertising budget.
- Develop, implement, and review the ReStore marketing strategy
- Coordinate the planning and implementation of an aggressive and diversified advertising and social media program including the ReStore web site, Facebook and other social media communications.
- Coordinate with the Resource Development Director and Monterey ReStore Manger in the use of the advertising budget and development of all marketing materials (i.e., commercials, print ads, brochures, etc.)

COMMUNITY OUTREACH

- Develop positive relationships with related non-profit and governmental agencies. Works with those agencies to promote partnerships and possible grant dollars
- Works with related industries to promote collaboration with the ReStore
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GROWTH/LONG RANGE PLANNING

- Works to ensure steady and sustainable growth in all areas of the ReStore
- Conduct research and make recommendations to the Executive Director regarding expansion potential

QUALIFICATIONS:

- Demonstrates commitment to Habitat's mission
- Effective communication and listening skills
- Self-starter with ability to work both independently and with other staff and volunteers
- Ability to provide direction to other staff and volunteers
- Knowledge of construction materials, appliances, furniture and other materials that will be received as donations
- Experience and willingness to learn the materials pricing process utilized at the ReStore
- Valid driver's license with good driving record
- Must pass Criminal Background Check and Sexual Offender Check
- At least 5 years of experience in retail/resale and the thrift industry
- At least 5 years of experience in management
- Experience in volunteer management
- Computer proficiency: excel, word, g-mail, social median and accounting software.
- Strong problem-solving skills
- BA or BS preferred; equivalent work experience will be considered

PHYSICAL REQUIREMENTS. In accordance with the Americans with Disabilities Act, this position requires:

- The physical ability to sit, walk, and/or stand for prolonged periods of time.
- The ability to work in a non-temperature controlled environment, possibly outdoors.
- The ability to safely lift at least 50 pounds on an occasional basis.

BENEFITS:

- Paid vacation, sick and holidays
- Employer paid group medical plan at 80%

Habitat for Humanity is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, age, religion, sex, sexual orientation, gender identity, marital status, national origin, or disability.

To apply, send resume and cover letter to hr@habitatmontereybay.org