

Restore Sales Manager Job Description

Position/Title Assistant Manger/Sales Manager	Reports To: Restore Director/Manager(direct); Executive Director (indirect) Supervises: ReStore Staff & Volunteers	Hourly Pay Non-Exempt
Principal Objective of Position: To lead area of focus in Habitat Restore and support Restore Director/Manager in daily operational duties.	<i>This job description indicates the general level and nature of work expected of the incumbent. It is not a comprehensive list of specific duties or activities associated with the position. The incumbent may be asked to perform other duties as assigned.</i>	
Principal Areas of Responsibility	<p>PRIMARY DUTIES:</p> <p><u>Opening/Closing:</u></p> <p>Locking/Unlocking exterior doors. Securing all cash, as learned in CASH MANAGEMENT POLICY. Securing all exterior entrances to the facility. Accessing safe boxes. Preparing the store for operation at the open of the day. Closing out at the end of the day.</p> <p><u>Oversee Daily Operations of Store Sales & Productivity:</u></p> <p>Provide expertise and leadership for the sales floor of the Habitat restore, both upstairs & downstairs. Under the direction of Management, responsible for sales area in its <i>entirety</i> including pricing, merchandise processing, stocking, floor sales support, cleanliness, cash register operation, and merchandising. Will be accountable for weekly goals, priorities, or areas where help is needed. Drive sales through special promotions, add-ons, etc. Utilizing affiliate's social media pages to increase traffic, store interest, and branding.</p> <p><u>Volunteer Management:</u></p> <p>Distribute tasks, supervise, and manage performance of volunteers (civic or court-ordered) and homeowners-in-progress. Assure that volunteers have ample tasks that can be matched with skills, history, and willingness.</p> <p><u>Operations & Safety:</u></p> <p>Complete <i>daily</i> job list to ensure all areas of store & surrounding property are clean and well maintained. Key areas of the store including but not limited to back room, rear of store, sales floor, storage closets, bathroom. Garbage and non-sellable merchandise will be disposed of properly and timely. Ensure store is clear and easy to shop with not tripping or safety hazards present. Hazardous area should be corrected. Safe practices will be observed by all employees to include proper lifting, correcting any safety issues on the spot and proper use of all equipment.</p> <p>SECONDARY DUTIES:</p> <p><u>Donation & Procurement logging/tracking:</u></p> <p>Assisting management & external relations with contacting potential & current donors, both commercial & residential. Assisting management & administration of tracking this task.</p> <p><u>Store sales reports logging/tracking:</u></p> <p>Assisting management & finance with tracking & logging sales reports.</p> <p><u>Truck:</u></p> <p>Assisting management & driver with scheduling donation pick-ups within 24-48 hours of them calling to arrange the item(s) to be picked up. Plan route to best utilize time and mileage. Monitor maintenance of Restore truck to include oil changes, tire rotations, brakes, etc. Provide feedback to management on repairs needed.</p> <p><u>Warehouse:</u></p> <p>Assisting management & driver with all activities, tasks, and responsibilities of the warehouse grounds & facility. Keeping a record of inventory is key to the success of the warehouse serving its purpose as a proper storage space for overflow/excess inventory. Being sure items are stored & secured properly is also key to the warehouse serving its purpose.</p> <p>Other duties as assigned. Perform all other duties as assigned by management.</p> <p>I have received my job description and understand the aspects of my job duties and criteria for annual review.</p>	
Signature	Date	