



We build strength, stability, self-reliance, and shelter.

## ReStore Manager

Reporting to the Executive Director, the ReStore Manager oversees the operations of the Portland Maine ReStore.

WORK LOCATION: Portland Maine, USA

### SUMMARY:

The ReStore Manager is responsible for the overall business performance of the ReStore with priority responsibilities on the acquisition, marketing and sale of quality donated furniture, home goods, building materials; and personnel duties such as hiring, training, and supervision of volunteers and staff.

### JOB DUTIES:

- Promote donations, drive sales and profits of the ReStore to provide sustainable funding to support Habitat for Humanity of Greater Portland's mission
- Oversee hiring, training, managing and evaluating ReStore staff and volunteers in accordance with personnel policies
- Facilitate a positive, team-oriented environment in which all staff and volunteers deliver a high quality, consistent customer service experience
- In conjunction with affiliate staff, develop marketing and advertising programs to build store's visibility in the community
- Oversee the effective merchandising of the floor, maximizing available display space and using inventory control and pricing to ensure appropriate turnover of merchandise
- Work in conjunction with the Executive Director to develop annual operating budget and recommend capital expenditures
- Track monthly sales and expenditures ensuring that they are within budget and provide activity reports to keep the Board of Directors and ReStore Committee informed

### REQUIREMENTS:

- Able to effectively supervise and coach staff and volunteers with a wide range of skills and abilities to achieve the mission of the organization
- Minimum of 5 years' experience in Habitat ReStore operations, or similar retail experience
- Attention to detail needed for observing ReStore showrooms on a daily basis
- Strong computer skills with knowledge of Microsoft Office (Word, Excel, and Outlook)

- Able to use and generate reports from POS systems
- Strong organization and communication skills
- Able to meet deadlines and pay attention to details
- Able to work well with all team members, customers, and volunteers
- Able to respond to emergency situations calmly and effectively
- Knowledge of fair market value of new and used donated items

**WORK ENVIRONMENT AND PHYSICAL DEMANDS:**

- ReStore Manager will frequently be present on ReStore sales floor interacting with ReStore staff, volunteers, and customers
- Answering phone calls and placing calls to potential product donors
- Work week is Tuesday through Saturday 9:00-5:30

**MUST BE ABLE TO:**

- Stand or walk on concrete flooring for prolonged time periods
- Bend, lift, grasp, reach, push, and pull materials
- Walk and climb on uneven surfaces, ladders, and stairs
- Label, sort and stock. Occasionally lift up to 50lb.

**SALARY AND BENEFITS:**

- Habitat for Humanity of Greater Portland offers a generous benefits package including: PTO & sick time, health & dental insurance, tuition assistance, 3% retirement match, and life insurance
- Annual Salary Range: \$55,000 - \$60,000, depending on experience

**TO APPLY:** Email cover letter and resume to [dan@habitatme.org](mailto:dan@habitatme.org)