

REVISED January 2018

HFHSSMA JOB DESCRIPTION

POSITION:
REPORTING TO:
HOURS:

RESTORE MANAGER
EXECUTIVE DIRECTOR
FULL TIME, SALARIED

Position Purpose:

To successfully manage Habitat for Humanity Sault Ste. Marie & Area's ReStore and Warehouse including receiving, shipping, procurement, and inventory control. The position is supported by a Head Cashier and Warehouse Coordinator.

Major Functions / Accountabilities:

- To consult with the Volunteer Coordinator, the Head Cashier and Warehouse Coordinator to identify the required skills and number of volunteers required to support the successful operation of the ReStore.
- To ensure all staff and volunteers receive departmental orientation and health and safety training prior to the start of work.
- To manage the day to day operations of the ReStore, including the scheduling of staff.
- To provide IT resource to the team when called upon.
- To manage, in conjunction with the Warehouse Coordinator, the ReStore inventory ensuring appropriate mix to maximize revenue.
- To work in a collaborative manner with staff to promote a healthy safe workplace by adhering to applicable regulations/legislation re Health and Safety and Workplace Violence under the Occupational Health and Safety Act.
- To apply principles of Conflict and Performance Management while executing job function.
- To work in conjunction with the Warehouse Coordinator and Head Cashier ensuring effective processes are in place to accept donations. Ensuring all donations are appropriate for resale or recycling and that all products are priced prior to moving onto the sales floor.

Performance Management:

- To work with the Warehouse Coordinator to schedule pickups and deliveries.
- To ensure all equipment and vehicles are in good repair.
- Educate and enforce established policies and procedures.



1. Manage day-to-day activities within the store

- Manage total operations of ReStore daily activities.
- Work in conjunction with volunteer coordinator to recruit volunteers.
- Oversee sales floor to maximize return on investment and proper inventory turnover.
- Work with other staff to maintain a smooth-running operation and resolve conflicts.
- Monitor equipment and arrange for maintenance and repair.
- Maintain smooth flow of people, donations, vehicles and time.
- Orient staff and volunteers to the mission of Habitat and the ReStore's role and responsibility.
- Ensure adequate training is provided to staff and volunteers.
- Manages the warehouse for receiving and deliveries.

2. Product Procurement

- Implements and drives programs for donations.
- Leads the process and works with other team members to determine the demand of specific used and surplus building materials and manages the development and implementation of the procurement strategy for the acquisition of such materials.
- Track movement of building materials and re-stock retail areas as needed.
- Identify gaps/problems/concerns and bring to the attention of the Executive Director.
- Lead on all ReStore pricing.
- Develop strategies for soliciting contributions and winning support of potential suppliers and donors.
- Help in presenting the program with potential material donors.

3. Marketing and community relations

- Manage a vibrant advertising process with current high profile inventory items on line utilising Usedsoo, Kijiji, Facebook, Instagram, Twitter and Restore website.
- Network with other Habitat Restores and actively participate ReStore Association.



- Provides sustained network development to expand the scope of Habitat ReStore activities.
- Develop long-term, collaborative relationships with community based trade/business groups, churches, donors and others securing donations and raising awareness of Habitat for Humanity Sault Ste. Marie and Area in the community.

4. General

- To keep the Executive Director informed in timely and appropriate manner.
- To inform the public in a timely manner as related to the work of HFHSSMA.
- Other duties as may be assigned from time to time.
- Any additional tasks assigned by the Executive Director.

Qualifications:

- Driver's license required, fork lift operator license an asset.
- At least 3 years of experience in retail/resale.
- At least 3 years of experience in management.
- Mechanical knowledge would be an asset.
- Effective communication and listening skills.
- Self-starter with ability to work both independently and with other staff and volunteers.
- Supervisory experience, ability to provide direction to other staff and volunteers.
- Physical ability to complete work on the job site or in the store/warehouse even during inclement weather.
- Attention to detail and strong problem-solving skills.
- Ability to manage multiple competing priorities.
- Excellent organizational, written and oral communication skills.

Physical Demands:

Required to lift up to 50 pounds on a regular basis and will experience frequent bending, squatting, lifting and repetitive motion. This position will occasionally be exposed to extremes in weather (e.g., heat, cold, wind, rain, etc.).



Working Conditions and hours:

Normal retail store working environment and normal business hours will apply generally 9:00 AM thru 5:00 PM. On occasion, off normal hours, evenings and weekends will be needed.

How to Apply:

Interested applicants are welcome to submit their cover letter and resume to Habitat for Humanity Sault Ste. Marie & area.

In Person to Monday- Friday 9am-5pm

Brent Lamming, Executive Director
32 White Oak Drive East
Sault Ste. Marie, Ontario
P6B 4J8

By E-mail: apply@habitatsault.ca

Web Site: www.habitatsault.ca

APPLICATION DEADLINE:

Monday February 19th, 2018 at 5:00pm

Only those selected for an interview will be contacted.

