

Restore Director Job Description
Alliance Area Habitat for Humanity

Alliance Area Habitat for Humanity ReStore Director

I. Summary

The ReStore Director is responsible for the startup and day to day operations of a new ReStore scheduled to open spring, 2021 in Alliance, Ohio. The ReStore is a retail business that sells donated building materials, furniture, and appliances at discounted prices. The ReStore Director will accept the covenant of Alliance Area Habitat for Humanity and will be an advocate of the affiliates mission and vision.

II. Responsibilities

i. Operational

1. Continuously work with affiliate to develop effective operational plans.
2. Attend and participate in ReStore related training opportunities.
3. Oversee effective merchandising on the floor, maximizing space and inventory.
4. Post to social media pages to promote sale of items.
5. Implement policies and procedures to ensure safety in all ReStore activities and maintain a safe, clean environment for our team and patrons.
6. Maintain relationship with Mount Union work-study program, and other agencies providing staff and volunteers.
7. Ensure a positive customer experience.

ii. Reporting & Communication

1. Complete daily reconciliations and weekly sales reports
2. Track staff and volunteer hours in management software to report to appropriate agencies.
3. Report to the Executive Director weekly, and the full board at monthly board meeting
4. Work with the ReStore Committee within the Board of Directors to continuously evaluate and develop effective policies and procedures.

iii. Staff & Volunteer Management

1. Recruit, hire & train ReStore staff and volunteers.
2. Oversee staff daily.
3. Schedule staff and volunteers for sales days, and prep and merchandising shifts.
4. Complete annual employee reviews with the assistance of the Executive Director and ReStore Committee

III. Requirements & Skills

1. Ability to assist in strategic planning.
2. Strong interpersonal skills and the ability to work well with volunteers and staff.
3. Basic social media skills
4. Physical ability to perform tasks, including lifting to 75lbs and standing for long periods of time.
5. Able to speak publicly on behalf of the ReStore as needed.
6. Retail & merchandising experience preferred.
7. Valid driver's license and reliable transportation required.

IV. Additional Details

- a. Full time, flexible schedule including some nights and weekends. Most Saturdays required.
- b. Salary: \$35,000/year, paid vacation, employee discounts.

To apply:

Email Resume and a Letter of Interest to info@allianceareahabitat.org.