



Habitat ReStore Manager Job Description
Part time – 28 per week (Wednesday - Saturday)

Play a key role in raising the funds that build affordable housing, and increase awareness of Habitat's mission in Bennington County

Bennington County Habitat for Humanity in Manchester, VT is a not-for-profit retail store that sells new and used furniture, building materials, home goods, and more that have been donated to raise funds for Bennington County Habitat for Humanity's Homeownership and Home Repair programs. Bennington County Habitat for Humanity is an Equal Opportunity Employer and actively seeks a diverse pool of candidates for each position.

Position Summary:

The ReStore Manager promotes understanding and awareness of the Bennington County Habitat for Humanity mission in the ReStore and the community. The manager reports to the Executive Director and is responsible for all areas of the day-to-day ReStore management including: all daily operations, scheduling, and positive development of staff, volunteers, and donations with a goal of a high-quality donor-to-customer experience.

Key Responsibilities (include but are not limited to):

- Manage all sales floor operations including pricing and display. Keep in-store signage and inventory current.
- Oversee the ReStore and building operations, including maintenance and compliance with safety standards.
- Manage the acquisition, marketing, and sale of all ReStore inventory, ensuring adequate stock levels are maintained.
- Manage donation acceptance guidelines, evaluate and approve/deny donations within said guidelines, and schedule donation pickups.
- Oversee all marketing, and monitor Facebook for timely and appropriate response to inquiries and comments.
- Provide a patient, proactive, helpful, welcoming, and friendly customer service experience.
- ReStore Volunteer Management:
 - Use VolunteerUp for scheduling ReStore volunteers and tracking volunteer hours.
 - Recruit and train volunteers in operational and safety procedures, as well as in providing a high quality customer experience that is patient, proactive, helpful, welcoming, and friendly.
 - Ensure volunteers can effectively communicate the role of the ReStore in supporting and furthering the mission of Bennington County Habitat for Humanity.
- Maintain policies and procedures relating to daily operation (e.g., cash management, cash reconciliation, acceptance guidelines for donations, inventory control, and donor tracking).
- Financial responsibilities:
 - Monitor systems for daily cash transactions and deposits.
 - Develop an annual budget with the Executive Director and control store expenses to stay within budget.
 - Provide accurate accounting records of revenues and expenses.
 - Coordinate financial reporting with the affiliate's bookkeeper.
 - Provide a monthly financial summary for the Board of Trustees (current year compared to last year).
- Work with the ReStore Committee and the Executive Director to create the annual business plan for the ReStore and review ReStore policies annually to be sure we are compliant with the policies of Habitat for Humanity International.

Skills and Qualifications:

- Self-motivated, reliable, and a good communicator.
- Strong background in customer service or other relevant management experience.
- Able to effectively supervise and coach staff and volunteers with a wide range of skills and abilities to achieve and promote the mission of the organization.
- Able to train and supervise staff and volunteers in giving exceptional customer service.
- Ability to perform all store activities, able to lift 50 pounds and stand for several hours at a time.
- Able to work well with all team members, customers, and volunteers.

Compensation Based on Experience.

Please email your letter of interest and resume to execdir@benningtoncountyhabitat.org