



Habitat for Humanity of Frederick County ReStore Assistant Floor Manager Job Description

The ReStore Assistant Floor Manager is responsible for supervising staff and daily operations of the Frederick ReStore, a retail business that sells donated building materials, furniture, and appliances at discounted prices to generate revenue to support Habitat for Humanity of Frederick County in its mission to build homes, community and hope. The ReStore Assistant Floor Manager is responsible for monitoring daily financial reporting, donation procurement, sales floor presentation and training and supervision of volunteers and staff.

Essential Duties & Responsibilities:

Operational:

- Ability to functionally lead the ReStore in absence of the Store Manager from 1-30 days.
- Promote donations, drive sales and profits of the ReStore to provide sustainable funding to support Habitat for Humanity.
- Establish and develop relationships with potential and existing donors of the affiliate, including contractors, suppliers, individuals, businesses, community, and church groups to increase quality and quantity of donations, volunteers and customers.
- Oversee the merchandising of the sales floor, maximizing available display space and use inventory control and pricing to ensure turnover of merchandise.
- Supervise ReStore staff including, Donation Coordinator, Processing Coordinator, Donation/Delivery Driver, Warehouse Associates and Volunteers.
- Ensure compliance with safety standards and accident procedures.

Finance and administration:

- With ReStore Manager, ensure compliance with all financial reporting practices: reconciling of daily sales and the daily closing out of all financial transactions.
- Enforce pricing policy and procedures for store merchandise. Review and adjust pricing as necessary.

Personal Management:

- Work in partnership with Store Manager to train and engage volunteers in meaningful ways, understanding that each is an individual with different capabilities.
- Train new volunteers and staff to deliver a great customer service experience in the ReStore and ensure issues are professionally resolved in a timely manner.
- Attend all morning meetings and report on our Customer Wish book, connecting product with customers

Skills, Personal Characteristics and Physical Requirements:

- Dedication to and ability to articulate the mission and core values of Habitat for Humanity.
- Ability to plan, schedule, delegate and manage multiple work activities.
- Attention to detail and overall quality control.
- Visual merchandising and retail experience desired

- Facilitate a positive, team-oriented environment in which all volunteers and staff are given the opportunity to achieve their full potential.
- Ability to adapt to a changing environment and unexpected shifts in priorities.
- Ability to lift 50 pounds. Work may require climbing ladders, considerable standing, bending, kneeling and reaching, in awkward and tiring positions.