



Job Description: ReStore Manager

The Habitat ReStore is a building supply and home renovation store that accepts, and re-sells, donations of new and gently used furniture, appliances, building material, home décor, and more. Proceeds from the ReStore helps fund the construction of Habitat for Humanity homes right here in New Brunswick.

The ReStore Manager is responsible to efficiently oversee the day-to-day operations and ensure the overall well-being and effectiveness of their team of staff and volunteers. Included in their priorities are the donor and customer experiences which directly impacts the success of the store. In collaboration with members of the leadership team, the manager integrates the organization's mission, vision, and goals into the store's culture.

A satisfactory criminal record check will be required. Driver's license and minimal use of own vehicle is required. Ability to drive a 16-ft cube truck would be considered an asset. Bilingualism would also be an asset.

Leadership & Human Resources

- Ensuring proper training of all staff and volunteers (tasks, responsibilities, safety, etc.)
- Coach staff and volunteers on improving performance and achieving team goals
- Enables staff and volunteers to grow and succeed through feedback, instruction and empowerment
- Ensure that team members are recognized for their hard work and contributions
- Models' success behaviours, a high-performance work ethic and constant self-improvement
- Assist in recruitment and hiring/selection of staff and volunteers
- Recognize the critical contributions of volunteers and nurture those relationships
- Participate in calls/webinars/conferences related to the ReStore
- Able to resolve difficult or complicated challenges

Finance and Administration

- Monitor systems for daily cash transactions and deposits
- Follow fiscal guidelines and standards
- Assist leadership in achieving operational and financial goals.
- Responsible for effectiveness & efficiency of operations to maximize profitability.
- Familiar with Microsoft applications: word processors, spreadsheets, etc.
- Completes tasks and achieves goals in an effective and timely manner

General Operations

- Manage workload of team members and create an effective team schedule
- Implement and adhere to daily operations procedures and protocols
- Maintains and makes improvements to the store to improve operations



- Ensure that all maintenance and supply issues are addressed immediately
- Adapt to changing business needs, conditions and work responsibilities

Health & Safety

- Ensure the safety and cleanliness of the store.
- Promote a Health & Safety culture to the staff, volunteers and customers.
- Ensure that all staff and volunteers are properly trained and comply with H&S standards and regulations
- Ensure the proper and timely documentation of all incidents
- Ensure that all staff and volunteers have access to H&S documents
- Responsible to create and update the proper protocols to ensure that all materials donated are of safe resale quality. (safe, clean, no recalls, legal, etc.)
- Talk about Safety at every team meeting
- Oversee maintenance of ReStore assets i.e.: truck, tools, etc.

Marketing & Promotions

- Work with leadership team to create annual Marketing & Promotions plan and sales strategies
- Social Media management including posting / event creation
- Ensure continuous improvement and innovation to promotion material and displays in store

Salary

- Starting Salary: \$49,000-\$53,000 based on experience. Wages are reviewed annually.
- Employee benefits package will also be available (RRSP matching, health, dental, LTD).