

Job Title:	Restore Manager	Work Hours	40-50 hours weekly around store hours– Typically Tues-Saturday 9 am – 6 pm. Varies as needed.	
Organization:	Habitat for Humanity	Position Type	Full-Time Exempt	
Summary				
Reporting to the Executive Director this position oversees daily operations of the Findlay/Hancock County ReStore. Responsibilities include leading staff and volunteers, managing processes, policy and procedures, scheduling, sales, merchandising, pricing, safety, and conflict resolution. The role also supports community engagement to increase donations. While driving performance, this position ensures a positive experience for donors and shoppers through monitoring results, meeting sales targets, and implementing improvements.				
JOB DESCRIPTION				
ESSENTIAL DUTIES AND RESPONSIBILITIES • Drives donations, sales and profits of the ReStore to further the HFH mission. • Recruit, hire and train staff members and volunteers through a consistent orientation and on-boarding program. Responsible for the development and overall performance management of each team member ensuring they can operate ReStore with knowledge, skills and abilities to perform all tasks. • Establishes and maintains relationships with potential and existing donors, including individuals, businesses, community and church groups, to increase quality and quantity of merchandise donations. • Understands and communicates to all Associates the key performance metrics for all ReStore operations and how they relate/contribute to positive customer experience and high-quality operations. • Ensure all HFH's policies and operational processes are followed by entire team, holding accountable for all aspects of the ReStore operation, improving and enhancing policies and procedures where necessary. • Provides reports of designated activities for metrics including but not limited to sales, margins, expenses, outreach activities and other areas of reporting to Executive Director and Board of Directors. • Effectively manage Habitat ReStore assets, equipment, trucks and building maintenance to ensure safety of employees, volunteers, and customers. • Develop and enforce pricing policy and processes for store merchandise. Review and adjust pricing as necessary for changing market conditions and to move inventory through the warehouse and sales floor. • Maintain high standards regarding overall store presentation, cleanliness, receiving process and pricing. • Oversee all donation processes, both corporate and residential to ensure we are accurately pricing items that will provide the most benefit to the ReStore success. • Direct the effective merchandising of the floor, maximizing available display space and use inventory control and pricing to ensure appropriate turnover of merchandise • Ensure all personnel understand and can effectively communicate the Habitat ReStore, local affiliate and HFH missions to members of the public. • Ensure compliance with Habitat, State and Federal reporting requirements including; financial security of Point-of-Sale Systems, banking, daily cash handling, deposits, taxes and tax exemption, human resources, invoices, and expenditures. • Assist Communications Coordinator with the development, assessment and implementation of marketing and advertising programs to increase donations, sales and volunteer participation. • Partners with the ReStore Board Chairperson to develop annual budget, monthly reports, strategic plans, and capital expenditures. • Keeps Executive Director informed appropriately and timely of operational and financial matters. • Performs other duties as required.				

LICENSE AND CERTIFICATIONS

- Valid driver's license and ability to be insured by HFH
- Certification for forklift operation (training provided, if necessary)
- CPR, AED and First Aid certification required (training provided, if necessary).

EDUCATION AND/OR EXPERIENCE

- A Bachelor's degree in Business or related field preferred.
- A minimum of 3 years of relevant work experience or equivalent education and experience.

OTHER KNOWLEDGE, SKILLS AND/OR ABILITIES

- Ability to stand/walk the majority of the shift
- Valid driver's license required
- Must be able to lift up to 50 pounds
- Proficiency in Microsoft Office
- Demonstrated organizational and time management skills
- Excellent written and oral communication skills
- Creative problem-solving and the ability to be flexible
- The ability and willingness to call on existing and potential donors to increase merchandise in the store.
- Adaptability: proven ability to respond to rapidly changing conditions with unexpected shifts in priorities.
- Ethical leadership demonstrating consistent high standards of integrity and accountability.
- Ability to represent Habitat's Christian mission and create a positive environment where staff and volunteers want to serve.
- Initiative represented by "a sense of urgency" energy, enthusiasm, attention to detail and follow up.
- A relationship builder for cooperative, mutually beneficial and long-term relationships.
- Maintains professional appearance and demeanor.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations must be made to enable individuals with disabilities to perform the essential functions.

This job involves primarily standing and walking, involving lifting, pushing, and moving of objects that could weigh up to 50 pounds. The job also requires bending, climbing, stretching; and the regular repetitive use of arms and hands, pushing, pulling, and manipulating objects. Must be able to use hands, eyes, and fingers to operate computer equipment, motor vehicles, and tow motors.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

This job is accomplished both indoors and outdoors. While outdoors proper attire should be worn to protect from weather elements.

Reviewed By:	HR	Date:	9/24/2025
Approved By:	ED	Date:	9/19/2025
Last Updated By:	ED	Date/Time:	9/25/2025