Job Title: ReStore Operations Lead **Employment Status:** Hourly
Reports To: ReStore Store Leader

Job Summary:
The ReStore Operations lead is responsible for assisting the ReStore leadership in managing all aspects of a ReStore Operation. This position is responsible for the overall performance of the ReStore with primary responsibilities that include execution of the corporate donation processes, general receiving and backroom areas. This position will also assist with the coordinating and training of all receiving team members, as well as volunteer groups and individuals.

Essential Duties and Responsibilities

- Responsible for all aspects of the "back of house" operations that include corporate donations process, and general receiving/backroom areas.
- Responsible for following the donation process, ensuring the store efficiently processes, prices and puts the corporate and residential items out for sale in 24-48 hours of receiving.
- Ensure all receiving and backroom areas are organized, free of clutter, and clean to allow for a safe and effective working environment.
- Ensure backstock product is neatly organized and clearly labeled in backroom.
- Responsible for initiating, coordinating, communicating, training, and enforcing program, operational, and personnel policies and procedures for ReStore back of house operations.
- Responsible for providing team members in the back room with clear communication for the days task, monitoring productivity and holding them accountable.
- Will assist in the coordinating and training of volunteer groups and individuals as needed and work with the Donations/volunteer coordinator closely on business needs.
- Will work with Store Leader to accurately receive purchase product through the L-Boss receiving system.
- Assist in daily ReStore operations as needed and in absence of Store Leader.
- Perform other duties and tasks as assigned.

Job Requirements:

- High School Diploma or equivalent.
- Previous work experience, retail and/or construction/home improvement materials experience preferred.
- Strong attention to detail and ability to follow and adhere to process driven work.

- Able to communicate and collaborate with multiple work groups throughout the work week including staff team members, volunteers and various affiliate staff.
- Must be able to work in varying weather conditions (such as, heat, cold, rain, snow).
- Ability to read and understand written instructions and procedures.
- Understand and respond appropriately to basic customer and employee inquiries.
- Able to wear all necessary personal protective equipment to perform job functions.
- Although not required, a good working knowledge of most construction materials and nonprofit experience is a plus.
- May be required to lift up to 50 pounds frequently.
- Must be able to stand, and squat, bend, and climb in/out of truck.
- Flexible Availability-including weekend work. Typical schedule is 8:45a-5:15p, working 5 days between Monday-Saturday (Stores closed Sunday)

EQUAL EMPLOYMENT OPPORTUNITY

Habitat for Humanity-MidOhio is committed to building and retaining a diverse workforce. We strongly encourage qualified candidates of diverse backgrounds to apply. We believe the inclusion and amplification of our differences create a more effective workplace and a more compassionate world.

All qualified applicants will receive consideration for employment without regard to national origin, race, color, religion, age, sex, sexual orientation, marital status, individuals with disabilities, and equally to disabled veterans and veterans of the Vietnam Era.