



**Job Title:** ReStore Store Leader

**Employment Status:** Salary, Exempt

**Reports To:** Assoc. Director of Retail Ops

**Job Summary:**

The ReStore Store Leader is responsible for the day to day operations of a Habitat for Humanity MidOhio ReStore. This position is responsible for the overall performance of the ReStore with primary responsibilities that include recruiting, hiring, and training of staff team members and volunteers, processing donations, merchandising, pricing and the sale of corporate and residential donated items. The store leader should also be able to effectively manage and plan day to day operations that include scheduling, overall store standards, community outreach programs and drive store performance through sales, talent development and customer experience.

**Essential Duties and Responsibilities**

- Drive sales, and profits of the ReStore to provide sustainable funding to support Habitat for Humanity-MidOhio's mission.
- Stays informed on current business trends by reviewing data consistently and can speak to the business category performance. Able to adjust based on the trends and can communicate to the staff on how the store is performing.
- Develop and enforce pricing policy and processes for store merchandise. Review and adjust pricing as necessary for changing market conditions.
- Oversee the effective merchandising of the floor, maximizing available display space and use inventory control and pricing to ensure appropriate turnover of merchandise.
- Oversee scheduling of all store activities including staff schedules, volunteer schedules, and other special events.
- 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.
- Maintain high store standards in regards to overall presentation, cleanliness, receiving process and pricing.
- Recruit, hire and train staff team members through a consistent interview process and onboarding program. Responsible for the development and overall performance management of each staff team member.
- Ensure all of HFHMO's policies and operational processes are followed and hold team members accountable for following all aspects of the ReStore operation.
- Work to build and develop relationships with affiliate partners that include: Homeowner Services, Volunteer Services, Development, Construction, Finance and other area ReStore managers.

- Establish and maintain relationships with potential and existing donors, including contractors, suppliers, individuals, businesses, community, and church groups to increase quality and quantity of merchandise donations.
- Work in partnership with affiliate staff and the Donation/Volunteer coordinator to manage the overall volunteer operation. This would include training new volunteers, guide and provide direction to volunteer groups and individuals and follow up to ensure your store is delivering a high quality and consistent volunteer experience.
- Dedication to and ability to articulate the mission and core values of Habitat for Humanity-MidOhio.

**Job Requirements:**

- Bachelor's degree in related field or related professional experience preferred
- 2 or more years of experience leading and managing in a retail setting or similar experience
- Experience in supervising and leading employees and volunteers in all aspects.
- Strong problem-solving ability and analytical skills.
- Must possess strong interpersonal skills in dealing with customers and staff team members.
- Can communicate effectively and confidently and be able to give and follow written and oral direction. Working knowledge of Microsoft Office.
- Ability to organize, plan and make smart decisions by: actively listening, analyzing data, and managing multiple work activities
- Demonstrated ability in training, managing, leading, and developing people.
- Physical ability to perform tasks, including lifting up to 50 pounds and standing for long periods at a time.
- Flexible Availability-Typical work week is 8:30a-5:30p, Tuesday-Saturday. Some evening and/or additional hours outside of this schedule may be needed for volunteers and to attend training events and activities.

**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.