

ReStore of Baton Rouge, LLC

Job Description

Job Title: ReStore Assistant Manager
Reports To: ReStore Manager
FLSA Status: Non-exempt, Full Time
Benefits: Paid Holidays, Vacation and Sick Days, Health Insurance, Supplemental Insurance Plans, Mileage Reimbursement, Workers' Comp Insurance

Summary: Responsible for donation pick-ups and maintaining and organizing the receiving area for those pick-ups. Assists with getting merchandise ready for sales, including cleaning and pricing it; with moving merchandise to sales floor; and helps with merchandise inventory. Responsible for cultivating relationships with donors and volunteers in order to increase support and resources for the organization, and teams with Habitat for Humanity of Greater Baton Rouge's staff. Responsible for supervision of ReStore employees and volunteers.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

- Screening for product usability
- Communicates with receiving volunteers and staff regarding the nature of shipments
- Maintains order and organization of materials in receiving area
- Occasionally supervises volunteers in the receiving area
- Coordinates/cooperates with volunteers, making the experience meaningful
- Loads and unloads all donated materials
- Supervises Restore staff and volunteers
- Runs the register when needed
- Performs all other duties and tasks as assigned associated with the ReStore

Minimum Requirements:

- The capacity to develop and maintain positive and productive relationships with volunteers, donors and staff
- Must be a team worker

Physical Demands: The physical demands 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.

- Frequently required to stand; walk; sit; reach with hands and arms; climb / balance in and out of truck; Lift and/or move up to 100 lbs.
- May be exposed to outside weather conditions, including extreme heat

Work Schedule:

- Full-time, 40 hours/week, flexible hours, including some evenings and weekends