

Alliance Area Habitat for Humanity

ReStore Assistant Manager

20 hours per week

\$20 per hour

Must be at least 18 years old

Alliance Area Habitat for Humanity is seeking a ReStore Assistant Manager. This role will require 20 hours each week and will pay \$20 per hour. **Schedule is flexible to fit the needs of you and the company. Must work 3 Saturdays, 9:30am-2pm, each month.**

Duties

- Supervise and assist donations ambassadors and staff in merchandise preparation, the sales process, and customer service.
- Merchandise the sales floor with new inventory.
- Communicate effectively with management, staff, and donors
- Complete call backs and schedule pick-ups
- Assist in “pick-ups”, driving the box truck and helping load donations
- Keep the store and surrounding area clean, learn and utilize all required sanitation procedures and help to maintain
- Assist in planning events and promotions
- Attend ReStore Advisory Committee meeting once each month

Skills

- Flexibility – no two days will be the same!
- Merchandising: You must be able to stage the sales floor and change displays often
- Ability to drive a box truck
- Ability to communicate with customers, donors, and staff effectively
- Ability to lift 40lbs
- Ability to use dolly, pallet jack, and other required equipment to move merchandise

Driving Record Requirements:

- Ages 18-21: zero offenses, must be licensed at least one year.
- Ages 21+: No major offenses in past 5 years

To apply: provide resume and letter of interest, or pick up paper application in store. Applications accepted through Friday, May 27th at 4pm.

Deliver items directly to the ReStore
1006 S Arch Avenue
Alliance, OH 44601
Wednesday – Saturday
10a-4p

Or email Niki McIlvain, Executive Director
Director@allianceareahabitat.org