



## **Greeley-Weld Habitat for Humanity**

### **Assistant ReStore Manager**

**Department:** ReStore Operations

**Reports To:** ReStore Director

**Status:** Full-Time, Non-Exempt

**Salary:** \$55,000 Annually

**Work Schedule:** Tuesday–Saturday, (occasional Mondays as needed)

### **Position Summary**

The Assistant ReStore Manager plays a critical role in the daily operations and success of the Greeley-Weld Habitat for Humanity ReStore. This position is responsible for supporting retail operations, inventory management, merchandising, customer service, volunteer engagement, donation processing, and staff supervision. Working primarily on the sales floor and in the warehouse environment, the Assistant ReStore Manager helps maximize sales, maintain operational efficiency, ensure excellent customer and donor experiences, and support the ReStore’s mission of generating revenue to build affordable homes, communities, and hope.

The Assistant ReStore Manager supervises 7–9 part-time ReStore Associates and collaborates with staff, volunteers, donors, and customers to maintain a safe, clean, and welcoming retail environment. This position also works closely with the ReStore Director to achieve the organizational goals of Greeley-Weld Habitat for Humanity.

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## **Essential Duties and Responsibilities**

### **Retail Operations, Sales Floor, and Warehouse Management**

- Research, evaluate, and price donated merchandise using online resources, market trends, and knowledge of customer demand.
- Ensure donated items are cleaned, repaired, tested, and ready for sale before placement on the sales floor.
- Maintain attractive, organized, and customer-friendly merchandising displays.
- Identify high-value merchandise for online sales platforms or alternative sales channels.
- Monitor inventory turnover and identify items for markdown, promotion, or disposal.

- Maintain an organized warehouse and oversee the efficient flow of incoming and outgoing inventory.
- Ensure customer purchases are picked up within established timeframes.
- Enter purchased inventory into the Point of Sale (POS) system.
- Open and close the ReStore in accordance with established procedures.
- Operate and maintain an accurate cash drawer and perform routine cash audits.
- Process customer transactions through the computerized POS system.
- Prepare and transport bank deposits as required.
- Load furniture, appliances, and large merchandise into customer vehicles safely and efficiently.
- Maintain compliance with all Habitat for Humanity International (HFHI), OSHA, and organizational safety standards.
- Manage daily store operations in the absence of the ReStore Manager.

### **Customer and Donor Relations**

- Provide exceptional customer service and create a welcoming shopping experience.
- Resolve customer and donor concerns professionally and collaboratively with the ReStore Manager.
- Build positive relationships with customers, donors, volunteers, and community members.
- Support a culture of respect, teamwork, and mission-focused service.

### **Marketing and Sales Support**

- Assist with social media marketing and online merchandise postings.
- Support promotional efforts to increase customer traffic and sales.
- Respond to customer inquiries through online platforms and social media channels.
- Help identify opportunities to increase revenue through merchandising and marketing initiatives.

### **Volunteer Coordination**

- Create a welcoming, engaging, and rewarding environment for volunteers.
- Assist in recruiting, training, orienting, and supervising volunteers.
- Assign tasks and responsibilities that align with volunteer skills and operational needs.
- Ensure volunteers understand safety procedures and customer service expectations.

### **Donations and Logistics Support**

- Assist with loading and unloading donated materials and merchandise.
- Ensure donation guidelines are consistently followed by staff and volunteers.

- Support the Logistics Coordinator in screening and responding to donation inquiries.
  - Help maintain positive donor experiences throughout the donation process.
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## **Supervisory Responsibilities**

Direct supervision of:

- 7–9 Full and Part-Time ReStore Associates
- Volunteer teams working in retail and warehouse operations

Responsibilities include:

- Training and onboarding
  - Scheduling support
  - Performance coaching and accountability
  - Promoting a positive and productive work environment
  - Ensuring compliance with organizational policies and safety standards
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## **Qualifications**

### **Required Education and Experience**

- High School Diploma or GED equivalent.
- Minimum of two years of retail, warehouse, customer service, or related supervisory experience preferred.
- Valid Colorado Driver's License with reliable transportation.
- Ability to pass a DOT medical physical.
- Experience supervising staff and/or volunteers preferred.

### **Knowledge, Skills, and Abilities**

- Strong customer service and relationship-building skills.
  - Excellent verbal and written communication skills.
  - Strong organizational and time management abilities.
  - Ability to effectively prioritize tasks in a fast-paced retail environment.
  - Proficiency with Microsoft Office Suite (Outlook, Word, Excel).
  - Experience operating computerized Point of Sale (POS) systems.
  - Strong internet research and pricing skills.
  - Ability to work independently and collaboratively as part of a team.
  - Commitment to the mission and values of Greeley-Weld Habitat for Humanity.
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## Physical Requirements

The physical demands described here are representative of those necessary to successfully perform the essential functions of this position.

- Regularly lift, move, push, and carry up to 50 pounds.
- Frequently stand, walk, bend, kneel, crouch, reach, and climb ladders.
- Ability to work in a warehouse environment that is climate controlled.
- Ability to safely load and unload furniture, appliances, and donated goods.
- Ability to pass a lifting demonstration and technical skills assessment.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of the position.

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## Compensation and Benefits

### Salary

**\$55,000 annually (Non-Exempt)**

### Benefits Include

- Medical, Dental, and Vision Insurance
  - Life Insurance
  - 403(b) Retirement Plan with Employer Match
  - Paid Time Off (PTO)
  - Paid Holidays
  - Employee Assistance Program (EAP)
  - Employee ReStore Discount
  - Professional Development Opportunities
  - Mission-Driven and Collaborative Work Environment
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## About Greeley-Weld Habitat for Humanity

**Greeley-Weld Habitat for Humanity** is part of a global, nonprofit housing organization that seeks to eliminate poverty housing by providing fair and equitable access to affordable housing for all. Greeley-Weld Habitat for Humanity is dedicated to eliminating substandard housing locally and worldwide through constructing, rehabilitating, and preserving homes; by advocating for fair and just housing policies; and by providing training and access to resources to help families improve their shelter conditions. Habitat for Humanity was founded on the conviction that every man, woman, and child should have a simple, durable place to live in dignity and safety, and that decent shelter in decent communities should be a matter of conscience and action for all. Greeley-Weld Habitat for Humanity has built over 300 homes in Weld County since 1987. Since the founding in 1976, Habitat for Humanity has helped more than 22 million people worldwide build or improve the place they call home. To learn more, visit [GreeleyHabitat.org](http://GreeleyHabitat.org).

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## To Apply

Interested candidates should submit a resume and cover letter to:

**Jennifer Gehrman, Director of Finance**

**[jennifer@greeleyhabitat.org](mailto:jennifer@greeleyhabitat.org)**

Please include “**Assistant ReStore Manager**” in the subject line.

Applications will be accepted until the position is filled.

Greeley-Weld Habitat for Humanity is an Equal Opportunity Employer and is committed to creating an inclusive workplace for all employees and volunteers.

