

ReStore Floor Supervisor

Reports to: ReStore Manager

Time Requirements: Full-time, Tuesday - Saturday, 9-5:30

Permits and Licenses: Valid Driver's License must meet insurance carrier requirements to drive 15' box truck

Status: Hourly, Non-exempt

Summary:

Habitat for Humanity of Greater Newburgh is pleased to offer an exciting opportunity for a hard working self-starter. The position includes a variety of day-to-day tasks, and would be best filled by an applicant who is able to multitask, provide excellent customer service, is comfortable managing a volunteer-based "staff" and can work efficiently in a fast-paced environment. Duties will include managing donation pickups, performing day to day store operations, assisting in marketing and merchandising efforts, and supporting the mission of Habitat Newburgh.

Key Responsibilities:

- Provide support to the ReStore Manager in the management of day-to-day store operations
- Engage customers and provide excellent customer service
- Operate the cash register
- Assist with store opening and closing procedures
- Lead and train staff on proper pricing structures
- Provide onsite coordination of staff and volunteers
- Ensure a safe environment for staff, shoppers, donors, and volunteers
- Train staff on various work functions, processes and customer service
- have a working knowledge of Habitat mission and current projects and be able to describe to customers
- Assist with the selection, onboarding, and scheduling of volunteers
- Coordinate store layout and merchandising
- Supervise daily product flow, ensuring donations are handled with care and efficiency
- Maintain store cleanliness
- Enforce all Habitat Newburgh and ReStore policies fairly
- Handle customer complaints when necessary

Requirements:

- Integrity, credibility, commitment to Habitat's mission
- Ability to relate to people with diverse backgrounds
- At least two years of experience in retail, resale, or hospitality industries.
- Effective written and oral communication skills.
- Keen attention to detail.
- Creative self-starter with ability to work both independently and with other staff and volunteers.
- Ability to provide direction to other staff and volunteers.
- Physical ability to complete work on the job site or in the store/warehouse, even during inclement weather.
- Able to safely move heavy donations using dollies and other provided tools.
- Basic knowledge of technology
- Driving record must meet insurance carrier requirements to drive a 15' box truck.
- Criminal background check and driving record history will be conducted on prospective employee prior to

extension of a job offer

Pre-Employment Screenings

Prior to being hired, applicants are required to pass a pre-employment physical which includes a criminal background check and a review of the candidate's driving history.

In accordance with the American Disabilities Act:

This position requires the physical ability to sit, stand, and walk for extended periods of time. The position requires clarity of vision at 20 feet or more, with or without corrective lenses, and color determination vision. The position requires the ability to climb ladders or scaffolding up to 6 feet high, grasp, reach, stoop, speak, listen and distinguish differences in odors. Employees must be able to lift, carry, push, and pull objects up to 75 lbs. The normal workplace will be in the ReStore office and retail space, which are smoke-free and temperature controlled. Up to 25% of the work may be in non-temperature-controlled conditions, possibly outdoors, in warehouses, or at donor facilities.

Equal Opportunity Employer

Habitat for Humanity of Greater Newburgh Equal Opportunity Employment Policy prohibits discrimination because of race, religion, sex, age, ethnic background, color, national or local origin, creed, ancestry, status with regard to public assistance, marital or family status, disability, military service, sexual orientation, gender identity, genetic information, or other characteristics protected by law.

To Apply

Please send your resume and cover letter to jobs@habitatnewburgh.org. No phone calls please