



**JOB TITLE: ReStore Manager**

**REPORTS TO: SVP of Retail Operations**

Habitat for Humanity of Greater Los Angeles (Habitat LA) is seeking a qualified candidate to manage all aspects of the day to day operations, sales, and stocking of the store. The Store Manager coordinates with the Associate Director of Logistics to facilitate materials being delivered to the store. The Store Manager instructs and guides the assistant store manager and the store Warehouse Sales Associates in the pricing of materials and placement on the sales floor. Maintains and directs staff to maintain the cleanliness and order of the interior and exterior of the facility. Assures that all store related equipment is properly maintained and in working order. Directs all store staff (and volunteers) on a daily basis in regard to sales, stocking, safety, organization, scheduling, pricing, pickups, security, cash handling and policy compliance.

Habitat for Humanity of Greater Los Angeles has been an active affiliate of Habitat for Humanity International for more than 20 years. By providing affordable housing, home repairs, skilled construction training, financial education, and volunteer opportunities the organization has transformed millions of lives, helped stabilize communities and fostered economic vitality in the region. On average, the affiliate builds and renovates 100 homes in the Los Angeles region, ranking it among the largest affiliates nationwide.

#### **SUMMARY OF ESSENTIAL FUNCTIONS**

- Opening & closing of the store
- Oversees all sales and daily operations.
- Ensures proper customer—staff relations
- Coordinates training for all personnel on proper policies and procedures
- Ensures a consistent flow and availability of materials to the sales floor
- Oversees staff and volunteer recruitment, training and appreciation
- Prepares performance reports for the V.P.R.O401(k) Administration via 401(k) vendor website

#### **SUMMARY OF JOB QUALIFICATIONS**

- Minimum 5 years of retail experience in the Home Improvement retail industry.
- Working knowledge of the construction/home improvement industry is critical.
- High School graduate

Bi-Lingual (English and Spanish) not required but preferred. This is full-time position. Work schedule is Saturday - Tuesday, 8:30 am – 7:30 pm. Position requires local travel in the normal course of performing job duties with mileage reimbursement. Must have access to reliable transportation to perform job duties, valid driver's license and meet the state required amount of personal automobile liability insurance.

Visit us at: [www.habitatla.org](http://www.habitatla.org)

Employment is contingent upon completion of a satisfactory background check and drug screen

*\*Habitat for Humanity of Greater Los Angeles is an Equal Employment Opportunity employer. Applicants are considered without discrimination with regard to race, color, religion, sex, national origin, age, disability or other protected status and will consider qualified applicants with criminal histories in a manner consistent with the [Los Angeles Fair Chance Initiative for Hiring](#).*



Building a Greater Los Angeles

**BENEFITS AND COMPENSATION:** We offer a full benefits package: medical, dental, and vision coverage; life and AD&D insurance; vacation and sick leave; holidays; flexible spending accounts; and 401(K) retirement plan and employee discount in our ReStores.

***Compensation:*** DOE

**TO APPLY (NO CALLS OR WALK-INS PLEASE):**

**If you'd like to join our team, please send a cover letter, resume and salary requirements to:**

**EMAIL:** [HR@habitatla.org](mailto:HR@habitatla.org) (Preferred)

**MAIL:** 8739 Artesia Blvd., Bellflower, CA 90706 – Attn: HR



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