



Palouse Habitat Surplus Sale

Experienced in retail, DIY, basic home repairs &/or up-cycling?

A heart for missing-oriented work and public service?

Apply to join the team at the Surplus Sale as our new Assistant Store Manager!

POSITION: Surplus Sale Assistant Manager

Palouse Habitat Surplus Sale Mission: Generate revenue to support Palouse HFH's home build and repair programs, offer an affordable local option for home improvement materials, and promote a reduce-reuse-recycle culture in our community.

Palouse Habitat for Humanity Mission: Seeking to put God's love into action, Palouse Habitat for Humanity brings people together to build homes, community and hope.

Position Summary: Oversee receiving, processing and display of donated inventory at the Surplus Sale. Ensure positive shopper and donor experience. Maintain floor displays, ensure quality control of inventory and safety of retail space. Act as a positive representative of Palouse Habitat for Humanity, its mission and programs while interacting with customers, donors and the public.

Duties:

- Ensure high level of donor, customer and volunteer satisfaction.
- Ensure donated items are cleaned, tested &/or repaired, and displayed appropriately and safely.
- Keep retail displays and walkways, exterior sidewalk, receiving and disposal/recycling areas orderly, clean and safe.
- Watch for donations appropriate for Habitat's home build and repair projects and set aside for Construction and Home Repair Teams. Otherwise, seek to maximize donations to the sales floor and minimize amounts sent to landfill.
- Assist donors and customers with guidance, and with loading and unloading items.
- Evaluate and screen donations based on appropriateness, safety, and Palouse Habitat Surplus Sale rules.
- Walk Surplus Sale building each workday for safety concerns and address them. If repairs or other action needed, report them to Manager and develop response plan.
- Maintain Surplus Sale tool inventory.
- Responsible for truck maintenance and repair needs in coordination with Store Manager.
- Be informed of and follow Surplus Sale and HFHI Policies, Palouse HFH programs and mission.



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Requirements:

- Able to safely lift objects weighing 50 pounds or more on a repetitive basis, more with assistance.
- Physical ability to sit, walk, stand for most of the day while carrying out duties.
- Work well within a team and with the public. Experienced working with volunteers.
- Strong communication skills. Ability to create a positive workplace atmosphere and cultivate positive donor and customer relationships.
- Comfortable using Microsoft Office Suite, social media and online sales platforms.
- Self-starter with good attention to detail and follow through.
- Willing and able to work indoors and outdoors.
- Flexible and adaptable given unexpected situations in the work environment.
- Experience in do-it-yourself home repair, construction and renovation, nonprofits and retail.
- High School Diploma or equivalent.
- Valid Driver's License, strong driving record and reliable personal transportation.

Position:

- Full-time, Tuesday – Saturday. Exact hours flexible as agreed on with Manager.
- \$42,240. Pay is \$18/hour, plus a \$400/mo stipend.
- Vacation: five federal holidays, and two days each at Thanksgiving and Christmas (paid). Additional vacation depending on length of service.
- Location: Based at 304 N. Main Street in Moscow, but will require driving around Latah and Whitman Counties
- Reports to Surplus Sale Manager

Note: Palouse Habitat for Humanity is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, age, religion, sex, sexual orientation, marital status, national origin or disability.

Palouse Habitat for Humanity is a drug-free workplace.

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