



POSITION: ReStore Assistant Manager

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

Palouse Habitat for Humanity Mission: Serving our neighbors in need by working to eliminate poverty housing on the Palouse and worldwide.

Position Summary: Manage inventory at the ReStore. Be a positive representative of Palouse Habitat for Humanity, its mission and programs while interacting with customers, donors and the public. Oversee building and grounds maintenance. Follow Palouse Habitat for Humanity ReStore and Habitat for Humanity International (HFHI) ReStore policies and practices and ensures persons working with the Receiving Manager are informed and follow those policies and practices.

Duties:

- Ensure high level of donor, customer and volunteer satisfaction.
- Oversee donation intake volunteers and Pickup and Delivery team.
- Process donation requests, manage Pickup and Delivery team schedule.
- Ensure donations are screened for appropriateness, safety, and Palouse Habitat ReStore rules.
- Ensure that donations are clean, tested, repaired, priced and displayed in a timely manner.
- Ensure donors and customers have assistance, if needed, with loading and unloading items, and with loading/unloading the ReStore truck.
- Ensure that the building and grounds are kept clean, safe, and maintained according to company policy.
- Oversee building and truck maintenance, review with Manager.
- Maintain ReStore tool and equipment inventory.
- Be informed of and follow ReStore and HFHI Policies, Palouse HFH programs and mission.

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.

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- Self-starter with good attention to detail and follow through.
- Willing and able to work indoors and outdoors in a variety of weather conditions.
- Flexible and adaptable given unexpected situations in work environment.
- Experience in do-it-yourself home repair, construction and renovation, nonprofits and/or retail
- High School Diploma or equivalent.
- Valid Driver's License, strong driving record and reliable personal transportation.

Position:

- Full time, Tuesday - Saturday
- \$18-\$20/hour depending on experience.
- Health insurance, including medical, vision and dental
- Paid vacation time, plus federal holidays, and the weeks of Thanksgiving and Christmas
- Employee discount at North Idaho Athletic Club.
- Location: Based at 304 N. Main Street in Moscow, but may require driving around Latah and Whitman Counties
- Oversee Pickup and Delivery volunteers and staff. Reports to ReStore 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.

Send cover letter and resume to: director@palousehabitat.org