

<b>POSITION TITLE</b>	Retail Manager, Home Store	<b>DATE APPROVED</b>	12/20/17
<b>EMPLOYER</b>	Fremont Area Habitat for Humanity		
<b>JOB FAMILY</b>	Admin Support	<b>STATUS</b>	Active

### **POSITION SUMMARY**

This position is the manager of activities for the retail HomeStore, ensuring store policies are followed and ensuring the sustainability of the retail store. Maintain understanding of the Habitat mission, and the relationship of the HomeStore to the mission.

### **ESSENTIAL FUNCTIONS**

1. Is able to cashier as needed; responsible for opening and closing procedures as well as ensuring that sufficient change is available and that accounting is accurate and reflective of the business.
2. Coordinates Home Store operations including opening and closing the store, stocking supplies, scheduling/coordinating of pickups and deliveries, inventory & pricing items, and determining use of space.
3. Assists Volunteer Coordinator utilizing, training, and supporting and welcoming volunteers for work in the Home Store ensuring that relationships are built to ensure sustainability of volunteers. Maintains Task/Project lists for volunteers on days open for business, as well as for volunteers coming at other times.
4. Utilizes social media and other means to market services, inventory, volunteer needs, as well as special promotions to improve store sales.
5. Performs all functions according to established policies, procedures, regulatory and accreditation requirements, as well as applicable professional standards. Provides all customers and volunteers of Habitat for Humanity with an excellent service experience by consistently demonstrating our core values.
6. Ensures a safe environment for volunteers and customers, including compliance with fire marshal requirements. Works with volunteers to keep interior and exterior of building safe, clean and well organized.

**NOTE:** The essential functions are intended to describe the general content of and requirements of this position and are not intended to be an exhaustive statement of duties. Specific tasks or responsibilities will be documented as outlined by the incumbent's immediate manager.

### **SUPERVISORY RESPONSIBILITIES**

#### **DIRECTLY REPORTING**

None (possibility of direct reports in the future)

#### **TYPE OF SUPERVISORY RESPONSIBILITIES**

May directly supervise volunteers.

The position will serve as a role model for volunteers and act in a people-centered, service excellence-focused, and results-oriented manner.

### **SCOPE AND COMPLEXITY**

Position primarily focuses on the operations of the Home Store interacts with community, volunteers, board members, as well as business and community leaders.

### **PHYSICAL DEMANDS/ENVIRONMENT FACTORS**

Typical Office Environment:

- Requires extensive standing and walking with periodic sitting.
- May be required to lift up to 40 pounds.

- Requires use of personal computer, phone and general office equipment.
- Needs adequate visual acuity, ability to grasp and handle objects.
- Needs ability to communicate effectively through reading, writing, and speaking in person or on telephone.

### **MINIMUM QUALIFICATIONS**

High school diploma or equivalent and a strong working knowledge of retail services as normally demonstrated experience at a progressively responsible retail establishment. Ability to work Fridays and Saturdays.

Proven ability to work independently and manage multiple projects and activities simultaneously. Must possess independent decision making abilities, as well as, considerable judgment and initiative to determine the approach or action to take in non-routine situations. Must have the ability to analyze non-routine administrative details of moderate complexity, and provide for an acceptable resolution. Must have the ability to acquire and utilize a thorough knowledge of organization policies, practices, and operations and oral communication skills to respond to non-routine inquiries from telephone callers or visitors. Must have excellent oral, written, and interpersonal communication skills, as well as a high level of sophistication to effectively communicate and interact with general public and volunteers.

### **PREFERRED QUALIFICATIONS**

Social media experience i.e. Facebook, Pinterest, Twitter, Instagram and Craigslist.

Bilingual.

Knowledge of antiques and collectibles.

### **OTHER**

32 hours per week.

Must work Wednesdays, Fridays and Saturdays.



# Retail Manager, HomeStore

December 2017

## Employment Application

### Applicant Information

Full Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Last First M.I.

Address: \_\_\_\_\_  
Street Address Apartment/Unit #

City State ZIP Code

Phone: \_\_\_\_\_ Email \_\_\_\_\_

Date Available: \_\_\_\_\_ Social Security No.: \_\_\_\_\_ Desired Salary: \$ \_\_\_\_\_

Position Applied for: \_\_\_\_\_

Are you a citizen of the United States? YES ☐ NO ☐ If no, are you authorized to work in the U.S.? YES ☐ NO ☐

Have you ever worked for this company? YES ☐ NO ☐ If yes, when? \_\_\_\_\_

Have you ever been convicted of a felony? YES ☐ NO ☐

If yes, explain: \_\_\_\_\_

### Education

High School: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES ☐ NO ☐ Diploma: \_\_\_\_\_

College: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES ☐ NO ☐ Degree: \_\_\_\_\_

Other: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES ☐ NO ☐ Degree: \_\_\_\_\_

### References

Please list three professional references.

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

### Previous Employment

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ Starting Salary:\$ \_\_\_\_\_ Ending Salary:\$ \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? YES ☐ NO ☐

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ Starting Salary:\$ \_\_\_\_\_ Ending Salary:\$ \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? YES ☐ NO ☐

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ Starting Salary:\$ \_\_\_\_\_ Ending Salary:\$ \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? YES ☐ NO ☐

### Military Service

Branch: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Rank at Discharge: \_\_\_\_\_ Type of Discharge: \_\_\_\_\_

If other than honorable, explain: \_\_\_\_\_

### Disclaimer and Signature

*I certify that my answers are true and complete to the best of my knowledge.*

*If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.*

*I also understand that a background check may be completed on me as well as a check on the Sex Offender Registry.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_