



Fremont Area Habitat for Humanity Job Description

Job Title: HomeStore Manager

Location: Fremont, Nebraska

Department: Management

Reports to: Executive Director

Hours: Wednesdays (8-noon), Fridays (7:30-4:30), and Saturdays (7:30-2:30), 22-28 hours/week. Occasional, additional time may be required to accomplish special projects, accommodate volunteers and donors, or as requested by supervisor.

Payroll Class: Hourly \$16/hour

Revised Date: October 20, 2021

Job Summary

Managing activities for the retail HomeStore, making sure 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 Duties

- Manages the overall operation of the HomeStore, with a focus on maximizing store profit based on budget.
- Operate as cashier when needed; responsible for ensuring that sufficient change is on hand, and that accounting is accurate and reflective of the business.
- Coordinates HomeStore operations including opening and closing the store, stocking supplies, scheduling/coordinating of pickups and deliveries, inventory & pricing items, and determining use of space.
- Works closely with other staff in utilizing, training, supporting and welcoming volunteers for work in the Home Store, making sure 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. Oversees volunteer and volunteer tasks.
- 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.
- Ensures a safe environment for volunteers and customers, including compliance with Fire Marshall requirements, HFHI safety recommendations and insurance requirements. Works with volunteers to keep interior and exterior of building safe, clean, and well organized.
- Work with other staff to develop, update and maintain policies and procedures.
- Assist with corporate donation solicitations; sustain ongoing influx of donations from the community.
- Submit monthly board report.
- Coordinate clothing donation bin – unloading, sorting and delivery to local agencies.
- Coordinate Can collection disposal for recycling.
- Responsible for limited tracking of inventory

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.

Knowledge, Skills and Abilities

- Basic computer skills, including Microsoft office, email, internet, and google suite.
- Must have excellent oral, written and interpersonal communication skills, to effectively communicate and interact with the general public and volunteers.
- Ability to lead, manage, supervise, and motivate individuals and teams of volunteers.
- Ability to communicate effectively through reading, writing, and in person or on telephone.
- 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.
- Demonstrate planning and organizational skills, including the ability to anticipate tasks, set priorities, and provide a positive experience to volunteers and customers.
- 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.
- Ability to work Fridays and Saturdays.
- Knowledge of antiques and collectibles preferred.
- Bilingual in Spanish preferred.

Education

- High school diploma or equivalent and a strong working knowledge of retail services as normally demonstrated by experience at a progressively responsible retail establishment.

Physical Requirements

- Requires extensive standing and walking.
- Must have good manual dexterity skills, including visual acuity, ability to grasp and handle objects.
- Requires ability to lift frequently and lift over 40 pounds occasionally.

Other Information

- This position will serve as a role model for volunteers and act in a people-centered, service excellence-focused, and results-oriented manner.
- This position is responsible for the safety and training of volunteers.
- This job description in no way should be construed as a contract for employment. The above job duties comprise the core responsibilities of the HomeStore Manager, but it is not intended to be an exhaustive list. These duties may be subject to change at any time due to reasonable accommodation or other reasons. Nothing in this job description restricts the Board's right to assign or reassign duties and responsibilities to this job at any time.



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: _____