



JOIN OUR TEAM!

Are you looking for an organization where you can use your management and customer service skills to serve the community you live in and help others? We have the perfect position for you! Greater Des Moines Habitat for Humanity is part of a global, nonprofit housing organization operated on Christian principles that seeks to put God's love into action by building homes, communities and hope.

As a **ReStore Assistant Manager**, you'll work to ensure customers and donors have a positive experience at the ReStore by providing friendly customer service, assisting in loading purchases and unloading donations, operating the cash register, cleaning/organizing/arranging displays, and pricing items.

You'll use your organizational skills daily while coordinating store volunteers, supervising ReStore staff and volunteers in either our receiving area or on the sales floor, ensuring that sales and donation receiving activities run smoothly and efficiently, monitoring pricing of donated items, maintaining a clean and safe facility, and generally providing superior customer service to customers and donors.

This is how you'll spend your days:

- Evaluate condition/acceptability of incoming donations, both by investigating over the phone and in person when accepting donations
- Receive purchased inventory and help prevent inventory loss
- Coordinating volunteer work activity
- Recruit new ReStore volunteers
- Recognize, appreciate, and accommodate ReStore volunteers
- Build and maintain positive relationships with customers by providing high-quality customer service
- Answer customer questions regarding the ReStore in general and specific items
- Operate cash register to ring up customers
- Move materials from warehouse to store floor
- Participate in the development and implementation of strategic goals
- Price materials to be sold
- Display merchandise in a way that maximizes sales
- Ensure that all areas of the store/warehouse are safe, clean, and organized
- Work to continually improve overall appearance of our facility and maximize our efficiency
- Serve as manager in charge of the store when store manager is not on site

As an employee of Greater Des Moines Habitat for Humanity, you'll enjoy the following benefits:

- Opportunity to contribute to the mission of Greater Des Moines Habitat for Humanity by building homes, communities and hope.
- Company-sponsored group medical, dental and vision insurance
- Simple IRA company match
- Paid time off and Paid holiday's
- Company-sponsored training and professional development

To apply for this position, email a cover letter, resume and completed application to careers@gdmhabitat.org.