



Company Overview: At Habitat for Humanity of South Central New Jersey, Inc. (*HabitatSCNJ*), we are builders who work alongside, not for others. We are driven by accountability and defined by our belief that everyone deserves a decent place to live. HabitatSCNJ aims to support our mission of putting faith into action through partnering with families in need and volunteers to transform lives through decent and affordable housing. *For more information about HabitatSCNJ visit <https://www.HabitatSCNJ.org/>.*

ReStore Supervisor

Job Classification: Non-Exempt

Hours: Full Time 40 hours per week (9am to 6pm **OR** 8am to 5pm). Weekend availability is required for the position.

Compensation: \$19-21/ hr. plus Benefits

Location: Maple Shade - NJ

Reporting to the ReStore Manager the supervisor is responsible the assisting the ReStore manager in the management of the entire store operation. He/she will be responsible for meeting and exceeding performance and sales goals. He/she is responsible for training all associates on safety, compliance, policy, customer service, store procedure and more. As a Supervisor you are required to perform with a high level of professionalism and set an example for associates and volunteers.

Primary Duties and Responsibility include but not limited to: -

- Supervise the performance and activities of all CSA & Cashiers.
- Ensure cleanliness and safety of the Sales Floor, Donation Receiving Area and Front End Cashier Station.
- Create an engaging and rewarding experience for ReStore volunteers.
- Supervise volunteer groups and volunteers.
- Ensure that all training compliance is maintained for all ReStore Staff and volunteers.
- Provide routine feedback to all store associates and volunteers on performance.
- Communicate Habitat for Humanity news to the store associates and volunteer team.
- Perform routine huddles with team to communicate current store initiatives, goals and daily/weekly/monthly expectations.
- Provide excellent customer service to all ReStore customers and donors.
- Create and post weekly schedule.
- Strategize with ReStore Manager, ReStore Director and other Supervisors to improve existing operations, grow revenue and meet budget goals.



- Operate the cash register, scan items, bag merchandise and make/provide change for purchases.
- Work with store management to meet daily and weekly sales goals.
- Stock and refill register area inventory. Including keeping the area clean and actively putting things in their place.
- Greet customers and provide an enjoyable shopping experience for all customers. Respond to customer requests in a timely manner.
- Use dollies, forklift (if certified), hand trucks, pallet jacks to move donated and priced merchandise out to the sales floor.
- Create tags, print tags, laminate tags and restock tags as necessary.
- Maintain an effective working relationship with ReStore staff, volunteers, Habitat homeowners and ReStore customers.
- Assist Customers on the sales floor with product questions and purchases.
- All other duties as assigned by the by ReStore Manager and Management.

Requirements:

- Associates or Bachelor's degree in any field preferred.
- 3 plus years of experience in a similar role required. preferably in retail.
- 3 years of customer service experience.

Knowledge, Skills, and Abilities:

- Must be detail-oriented and able to work independently.
- Must be able to deal with all kinds of individuals and remain consistent in keeping a professional demeanor.
- Work collaboratively in a team-oriented environment.
- Strong leader who has demonstrated the ability to achieve results through others.
- Experience working in fast-paced team environment, preferably in retail, sales or in a customer facing-environment.
- Forklift Experience is a plus. (Not required)

Benefits: Benefits: This position is eligible for medical, dental, vision, simple IRA, vacation time, sick time, and company holidays.

Employment: There is no minimum period of employment guaranteed or implied by acceptance of an employment offer. It is the policy of the company that even exempt positions are governed by the needs of the agency, which means that employment is for no specified term and either the company or the employee, may terminate that employment at any time.

EEO: *Habitat for Humanity of South Central New Jersey, Inc. is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status,*



sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.