

We build strength, stability and self-reliance.

Job Posting ReStore Supervisor

Habitat for Humanity is recruiting for an energetic, organized, people person to supervise our **Castlegar ReStore**. This is salaried, full-time, permanent position with an accompanying extended benefits package.

About Habitat for Humanity Southeast British Columbia (Habitat SEBC):

Habitat for Humanity SEBC is a Canadian registered charity and not-for-profit housing organization that supports local families through affordable homeownership. Habitat for Humanity's home ownership model empowers families to invest in homeownership, building strength, stability and self-reliance for families and for the community. Our Habitat ReStores are home and building supply stores that accept and resell quality new and used building materials, furniture, appliances and home décor. The Castlegar ReStore generates funds to support Habitat SEBC's homebuilding projects and to support our work with Habitat Partner Families in the West Kootenay and Boundary regions.

Your work at the Habitat ReStore directly supports affordable housing in your community. Habitat SEBC is currently building four Habitat homes in Castlegar, which will be completed in early 2023.

About Castlegar:

Castlegar is located in the heart of the West Kootenay region and is an outdoor enthusiast's dream. Whether you love biking, hiking, skiing, fishing, lakes or rivers, Castlegar has world class recreational activities just out your door. Warmer months find residents flocking to hikes and mountain-biking in the Monashee, Selkirk, and Valhalla Mountains, or relaxing on the beaches of Kootenay, Arrow and Slocan Lakes. In the winter you are within 45 minutes of both Red Mountain (Rossland) and Whitewater (Nelson) ski resorts. Many ongoing seasonal events will keep you entertained and plugged into the community. If you're looking to escape the faster pace of the big city without losing the benefit of amenities and recreation, Castlegar may be your new home.

Job Summary:

The Castlegar ReStore Supervisor provides oversight of day-to-day operations at the Habitat SEBC Castlegar ReStore. Under the leadership of the Regional Manager of ReStore Operations, the ReStore Supervisor supervises daily store operations, troubleshoots problems in the workplace, ensures a positive customer and donor experience and leads a store team by performance example. They ensure that staff and volunteers are supervised and follow Habitat policy and procedure, and that the store is operating safely, effectively, and efficiently at all times under established policies and protocols. Their supervision of the Habitat ReStore supports Habitat for Humanity's mission of providing affordable housing in local communities.

This position reports to the Habitat SEBC Regional Manager, ReStore Operations.

Key Duties & Responsibilities (Summary):

- Ensures compliance with all Habitat SEBC policies and procedures
- Ensures that customers and donors receive pleasant, fair and equitable treatment at all times
- Ensures staff and volunteers provide consistent and superior customer service
- Ensures a clean, organized and attractive store is maintained at all times
- Ensures safe operation of the ReStore at all times, with leadership in safety compliance, hazard assessment and reporting
- Works on a daily basis to ensure retail sales are maximized
- Enforces daily opening and end of day Habitat SEBC ReStore procedures
- Ensures donations are clean and appropriately priced and stocked in a timely fashion
- Directs procurement and donation retrieval
- Ensures timely, safe, accurate cash handling, reporting, and depositing
- Under the direction of the Regional Manager, maintains a safe and optimal merchandising layout in the store retail areas
- Provides a supportive work environment for staff and volunteers
- Trains staff and volunteers in Habitat SEBC ReStore policies and procedures
- Schedules and supervises ReStore staff and volunteers

(Detailed Job Description Available Upon Request)

Required Skills, Experience and Education:

- Commitment to work in support of the Habitat for Humanity mission and values
- High school diploma or equivalent
- Minimum 3-years work experience, including 1-year in retail sales management
- Excellent interpersonal skills and a strong commitment to providing superior customer service
- Excellent organizational skills and ability to deal with the pressure of a demanding work environment with multiple priorities
- Experience supervising and utilizing volunteers and employees
- Creative problem solver and ability to successfully resolve unanticipated issues
- Knowledge of safety and maintenance issues in a warehouse environment
- Knowledge of building supplies and of home construction and renovation projects or a warehouse environment an asset
- Computer literacy including email, MSWord and MSExcel
- Experience with digital Point of Sale systems an asset
- First Aid Level 1
- WHMIS certification an asset
- Valid BC Class 5 driver's license required; experienced operator of cube truck and forklift an asset

Working Conditions and Physical Requirements:

- Work Location: Habitat ReStore in Castlegar, BC.
- Full-time (40 hours per week), salaried position, plus extended health benefits, paid vacation and sick time.
- Weekend/Saturday work required. Occasional requirement to work outside of regular schedule.
- Availability for emergency/security events outside of normal business hours required as/when needed
- Physically demanding work environment; heavy lifting up to 50 pounds
- Steel toed footwear required
- Habitat SEBC requires that all COVID19 protocols in place under BC Public Health Order and/or by Habitat SEBC policy and procedure are strictly followed by staff.

PLEASE APPLY VIA COVER LETTER AND RESUME, INDICATING YOUR INTEREST, AND RELATED SKILLS AND EXPERIENCE.

START DATE: November 2022

APPLICATION DEADLINE: November 4th, 2022.

PLEASE email your application to executive.director@hfhsebc.org.