

## **Back End Supervisor**

### **Job Description**

Habitat for Humanity of Dutchess County (HFHDC)

**Title:** Back End Supervisor

**Reports to:** ReStore Director

**Direct Reports:** Back End Assistant Supervisor

About Habitat ReStore: ReStore is a home goods resale store that accepts donations and sells home goods to the public at a fraction of the retail price. Proceeds of items sold at ReStore directly support the mission of Habitat; to build safe, decent and financially sustainable housing. Critical to our success is our volunteer work force.

### **Job Summary:**

Create and supervise a donation/resale environment that ensures every donor and volunteer has a positive experience. Develop and implement donation process. Work with Back End Assistant Supervisor to supervise staff and volunteers for donation process from the removing of items from donor vehicles to through processing to move to sales floor. Develop and implement process for online store from intake to listing and photographing items. Supervise staff and volunteers in the coordination of the online store. Supervision, delegation and oversight are key in this role.

### **Responsibilities:**

- Oversight of donation intake, processing including but not limited to; accepting items from donors, counting daily amount of donors and documenting, cleaning and pricing of items, prepping for online store, prepping for sales floor
- Oversight and coordination of Online Store, including but not limited to; IT support and troubleshooting, online store processes and procedures
- Safety- protocols, enforcement and safety checks
- Implementation of all applicable Habitat for Humanity of Dutchess County policies
- Creating Implementation Plan (including staff and volunteers) to execute responsibilities
- Volunteer & Staff- Training and support including but not limited to; safety training, training in each area of the department, support for staff and volunteers who are learning, assisting in problem solving and creating solutions, utilizing Implementation Plan to ensure responsibilities are covered at all times

### **Required Education, Experience, Knowledge and Skills:**

Understand and commit to Habitat Mission

Must be professional in appearance and good ambassador of the Habitat brand.

Demonstrates problem-solving skills, creative solutions and ability to work under pressure

Ability to prioritize tasks

Ability to work well and communicate effectively with individuals from diverse backgrounds

Ability to establish, foster and maintain effective working relationships with staff, volunteers and the public.

Ability to delegate and assign tasks while maintaining supervision

Ability to work weekends and evenings when needed

Ability to do heavy lifting up to 75 lbs

High School Diploma or GED

Supervisory experience

Must have ability to pass Criminal Background Check

### **Benefits**

Offered: Health Care Plan, Paid Time Off, Paid Holidays

Available: AFLAC, Dental Plan Coverage

**Rate of Pay:** Starting at \$40,000-45,000

Note: The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. All employees may have other duties as assigned at any time. This company is an at will employer and allowed by NYS law. This means that regardless of any provision in this application, if hired, the company may terminate the employment relationship at any time for any reason with or without cause.

January 7, 2021