

Back End Assistant Supervisor

Job Description

Habitat for Humanity of Dutchess County (HFHDC)

Title: Back End Assistant Supervisor

Reports to: Back End Supervisor, ReStore Director

Direct Reports: Back End Associates

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.

Job Summary:

Supervise a donation environment that ensures every donor and volunteer has a positive experience. Implement donation process. In coordination with Back End Supervisor, supervise staff and volunteers for donation process from the removing of items from donor vehicles to items being on carts ready to move to sales floor. Assist Back End Supervisor to collect data of donors daily (how many, donor information). Assist Back End Supervisor in supporting staff and volunteers in the coordination of donations and the online store. Supervision, delegation and teamwork are key in this role.

Responsibilities:

- Coordination of donation intake both small donation and large donation items
- Oversee pricing of small and large items, implementing pricing parameters
- Coordination of photographers for online store
- Coordination with Sales Floor Assistant Supervisor to move items from processing area to sales floor
- Customer Service with donors
- Supporting Back End Supervisor to ensure Implementation Plan is allowing for daily responsibilities to be executed
- Staff and volunteers training and support in coordination with Back End Supervisor

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 \$19.00

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