

## **Sales Floor Assistant Supervisor**

### **Job Description**

Habitat for Humanity of Dutchess County (HFHDC)

**Title:** Sales Floor Assistant Supervisor

**Reports to:** Front End Supervisor, ReStore Director

**Direct Reports:** Front 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 sales floor environment that ensures every donor, customer and volunteer has a positive experience. Coordinate staff and volunteers to assist customers through-out the purchasing process including but not limited to; questions about items and pricing systems, moving of items, pick up of sold items, removal of items from sales floor. Work with Front End Supervisor to analyze floor space usage, coordinate layout of sales floor, including vignettes and special set ups. Implement safety protocols and checks to ensure safe working and shopping environment.

### **Responsibilities:**

- Coordination of sold item pick ups
- Coordination of volunteer and staff furniture movers
- Oversee layout of sales floor
- Coordination with Back End Assistant Supervisor to move items from processing area to sales floor
- Customer Service with customers and donors
- Supporting Front 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 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