

Position: ReStore Manager (Salem Area)
Department: ReStore
Reports to: ReStore Director
Status: full-time; exempt

Compensation: \$48,000 - \$51,000

About Us: Habitat for Humanity of the Mid-Willamette Valley revitalizes neighborhoods, builds affordable and sustainable homes, and empowers families through successful homeownership and home repairs. We believe that everyone deserves the opportunity to reach their full potential, and that starts with a stable and healthy place to call home.

A key part of our mission is the Habitat for Humanity ReStore—a nonprofit home improvement store and donation center that sells new and gently used furniture, appliances, building materials, and home goods to the public at discounted prices. Proceeds from ReStore sales directly support Habitat's housing programs. ReStores also promote sustainability by keeping usable materials out of landfills.

Note to Candidates: We are committed to building a diverse and inclusive organization and we are most interested in finding the best candidate for the job, and that candidate may be one who comes from a less traditional background. **Position Overview:** The ReStore Manager oversees the day-to-day operations of the Salem ReStore, ensuring a safe, efficient, and customer-friendly environment. This role supports the ReStore Director in meeting sales goals, managing staff and volunteers, and maintaining a well-organized, mission-driven store.

Key Responsibilities

- Lead, supervise, and mentor staff and volunteers
- Oversee store operations including donation intake, inventory flow, merchandising, and customer service
- Act as lead cashier and troubleshoot POS system issues
- Open and close the store following standard procedures
- Manage program partnerships, volunteer scheduling, and staffing coordination
- Serve as the in-store Safety Officer; complete and file safety reports
- Maintain a clean, organized, and safe warehouse/retail environment
- Provide administrative support to the ReStore Director as needed
- Ensure excellent customer service to donors, customers, and community partners

Required Knowledge, Skills and Experience:

- High school diploma or equivalent
- 2+ years of customer service experience
- 1+ year of staff or volunteer management experience
- Proficiency with Microsoft Word and Excel
- Strong communication, leadership, and problem-solving skills
- Ability to lift 50+ lbs and perform physically demanding tasks
- Ability to work independently and adapt in a fast-paced environment

Preferred Qualifications:

- College education or retail management training
- Knowledge of building materials, tools, and resale pricing
- Forklift operation experience (certification is a plus)
- Experience working in nonprofit or mission-driven retail settings

Work Environment

This position operates in a dynamic warehouse and retail store environment. The role requires regular physical activity including lifting, bending, walking, and standing for extended periods. Safety protocols must be followed at all times.

Schedule

- 40 hours a week, including weekends

Benefits: We offer a comprehensive benefits package that includes:

- Health insurance (medical, vision, alternative care, prescription)
- Dental insurance
- Generous paid time off
- 3% matching Simple IRA plan
- Short-term & long-term disability insurance
- Life insurance
- Employee assistance program

How to Apply: Submit the following materials to: Vicki Dickerman-Curry at vicki@saalemhabitat.org

- Cover letter addressing why you are interested in working for Habitat for Humanity
- Resume
- Three professional references

Habitat for Humanity of the Mid-Willamette Valley hires a workforce representative of the communities we serve, understanding that a diverse workforce strengthens our

organization. We value diversity and support a positive and welcoming environment where all employees can thrive. Habitat for Humanity of the Mid-Willamette Valley is an equal opportunity employer and seeks to employ and assign the best qualified personnel for all our positions in a manner that does not unlawfully discriminate against any person because of race, color, religion, gender, marital status, age, national origin, physical or mental disability, sexual orientation, veteran/reserve national guard status, or any other status or characteristic protected by law.

Note: This job description is intended as a guideline only and does not limit in any way the duties or responsibilities of any employee. Nothing herein shall be construed as a contract of employment, expressed or implied. All employment is terminable at will, with or without cause. Employment is contingent on passing a background check.