



Operations Manager Job Opening

*Join a great team and offer a hands-up
to people in need of affordable homeownership!*

Employee Type: **Full-Time Salaried**
Industry: Equal Opportunity Employer (EEO): Not for Profit Charitable Social Services)
Job Type: Retail Management
Education: 2-year degree minimum with Bachelor's degree preferred
Experience: At least 3 years
Reports to: ReStore Director and manages others
Travel: Negligible
Open Date: 12/2/2009
Contact: Send resume with volunteer roles, references, and salary requirements to:
katrina@wichitahabitat.org by December 19, 2009.

WHFH is currently seeking to fill the **new position of ReStore Operations Manager.**

The duties include, but are not limited to, the following:

- ◆ Manage store operations, customer and donor satisfaction, inventory records, sales counter, merchandise pricing and display, and achieve profit goals
- ◆ Provide direct supervision, direction and training of cashiers, associates, donations driver; direct, train, thank and encourage volunteers to assist with accomplishing tasks throughout the store.
- ◆ Develop and maintain positive ongoing relationships with all of the organization's constituents and create a positive team-oriented environment for staff and volunteers to be productively involved
- ◆ Recommend sales strategies and pricing discounts and manage donated and purchased goods inventory stocking and displays and replenishment
- ◆ Be knowledgeable of the POS system and available to function as a back-up cashier in emergencies and for discounts.
- ◆ Maintain store property to be in good condition, clean and operating within the lease agreement; organize and schedule facility cleaning schedules
- ◆ Follow-up with customers on late sold items, return phone calls, oversee walk-in donations
- ◆ Fulfill the staff covenant of mutual respect, honesty, and cooperation, and ensure complete compliance with all organizational policies, internal controls, and legal operations
- ◆ Other duties may be assigned.

Job Requirements:

- ◆ Bachelor's degree preferred; minimum requirements are for an associate's degree with 3 years retail management experience
- ◆ Proficiency in Word, Excel, PowerPoint, Publisher, Access and knowledgeable of POS systems
- ◆ Excellent time management and communication skills (interpersonal, verbal, and written),
- ◆ Ability to lift at least 50 pounds; spend majority of the day standing or moving about in the store
- ◆ Ability and willingness to work with a diverse population; bi-lingual Spanish and English languages preferred; English speaking with basic conversational Spanish skills
- ◆ Ability and willingness to follow instructions, work fairly independently, direct the work of others
- ◆ Ability and willingness to support the ideals and ethics of the Habitat for Humanity program
- ◆ Valid driver's license and clean driving record

Wichita Habitat for Humanity, Inc., ReStore Operations Manager Job Opening, continued:

Organizational Information: Wichita Habitat for Humanity, Inc. is an equal opportunity employer and lender serving as a Christian housing ministry to end poverty housing by providing simple, decent, and affordable homeownership opportunities to low-income households in Sedgwick County, Kansas.

The organization has been an affiliate of Habitat for Humanity International (HFHI) since October, 1986. The organization's progress toward the elimination of housing poverty has been:

- ◆ The ReStore has been in existence for 5 years and has operated at the current site for almost 3 years. All profits from the ReStore go to support the WHFH operations.
- ◆ 120 homes built and families equipped with education to be successful homeowners, in partnership with local individuals, families, churches, businesses and other non-profit organizations as fulfillment of the ultimate goal to end substandard and poverty housing in Wichita and Sedgwick County.
- ◆ Over 65 international families given the keys of affordable homeownership by WHFH sponsoring the construction costs to build HFHI houses worldwide. The WHFH organization accomplishes this by sending a 10% tithe on unrestricted contributions to HFHI and is currently sponsoring homes in Guatemala and Uganda.
- ◆ The organization has grown in service to the local community by 340% in just four years and by 2009 year-end WHFH's first neighborhood development project will be 90% with 38 of 42 homes finished and occupied.