

Job Description: ReStore Processing Lead– Habitat for Humanity of the MS Gulf Coast – Gulfport, MS

Please send a resume with cover letter and three professional references via email to jobs@hfmgc.org. Applications will be reviewed quickly, and interviews will be conducted on a rolling basis. No phone calls please.

Primary Role: Under the supervision of the ReStore Assistant Manager, the Processing Lead is responsible for receiving, warehousing, sorting, and pricing donated, new, and purchased items in the processing area.

Responsibilities:

Operational:

- Lead all essential activities in the ReStore’s processing area, including:
 - Organize, clean, assemble, test, and occasionally repair ReStore items, ensuring that everything hits the sales floor ready to be purchased.
 - Research and determine prices of donated and purchased inventory.
 - Tag items appropriately with prices and descriptions, often utilizing the Point of Sale and bar codes to ensure accurate reporting.
 - Make sure items are processed at a speed that always keeps space available to receive daily expected shipments as well as the unexpected donations that we love.
 - Maintain a section of SOLD merchandise accessible and ready to load out.
- Coordinate the constant material movement in and out of the processing area, including:
 - Assist truck drivers in unloading daily donations from ReStore box trucks.
 - Assist drop-off donors by unloading items from their vehicles, showing gratitude for their contribution, and providing a donation receipt.
 - Assist customers by loading large, purchased items safely into their vehicles.
 - Support the Sales team by bringing items that are priced and presentable out onto the sales floor, communicating with the ReStore Manager about placement and display.
- Provide training, direction, supervision, and feedback for all ReStore staff and volunteers working in the processing area and donation drop-off zone.
- Politely and diplomatically decline certain types of donations that are not suitable for resale.
- Ensure that all areas of the processing room, loading dock, donation drop-off zone and dumpster pad are clean, safe, and organized.
- Lead with a “DIY” or “Upcycle” mentality, embracing ReStore’s effort to reduce waste and repurpose items in ways that create value for customers.

Facility and Administration:

- As a keyholder, open or close the ReStore facility as appropriate, and support the ReStore Manager by counting, verifying, and making change for cash drawers as necessary, as well as creating end of day deposits.
- Ensure compliance with all inventory tracking and donation reporting practices.
- Report issues or conflicts promptly, and seek fair and professional resolutions, reflecting Habitat for Humanity values even in confrontational and challenging situations.

- Contribute to ReStore strategy conversations with ReStore Manager and Logistics Manager.

Reporting and Communication:

- Report issues or conflicts promptly, and seek fair and professional resolutions, reflecting Habitat for Humanity values even in confrontational and challenging situations.
- Meet with ReStore Assistant Manager on a regular basis to discuss progress and challenges.

Skills and Personal Characteristics:

- Dedication to and ability to articulate the mission and core values of Habitat for Humanity.
- Ability to plan, schedule, prioritize, coordinate, delegate and manage multiple work activities.
- Demonstrated leadership aptitude and external messaging skills.
- Spatial awareness and quick recognition of potential safety hazards.
- Computer knowledgeable including Microsoft Office and POS software.
- Self-motivated, reliable, and enthusiastic; able to work in an environment with rapidly changing conditions and unexpected shifts in priorities.
- Ability to connect with customers by way of great interpersonal skills and a service mindset.
- Ability to build positive working relations with coworkers and volunteers; and the ability to multitask and maintain composure in a fast-paced work environment.
- Physical ability to perform heavy tasks, including lifting 50+ pounds repeatedly, using carts and dollies, often getting sweaty or dirty, and standing/walking for long periods of time.

Education and Experience:

- High School Diploma or GED required.
- 2+ years' experience in a sales/retail or home improvement/renovation environment preferred.
- Knowledge of building materials a plus.
- Forklift certification or experience a plus.
- Experience working with volunteers a plus.
- Be able to lift or move up to 50 lbs. and must be able to stand, traverse, have good finger and hand dexterity for repetitive motions and stay alert.
- Demonstrate organizational skills, attention to detail and thoroughness.

Employment Status: Full-Time, hourly position at 40 hours per week, including some Saturdays.

Salary: Competitive salary depending on experience, plus a benefits package including medical insurance and 401k options.