

BOARD OF DIRECTORS

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Stacia Robinson

Claire Smith

Jay Stenger

Stewart Williams

Staff

Nick Mielke

Executive Director

Rachael Quinn

Director of Finance & Administration

Jeff Thornell

Director of ReStore Operations

Mike Senn

Director of Construction

Xavier "Lew" Lewis

Director of Programs Shop & Donate

Proceeds Support Habitat

2216 E. South Blvd.
Montgomery, AL 36116



(334) 281-0880

December 18, 2015

Thank you for your interest in Montgomery Habitat for Humanity's **ReStore Manager** position. As you will see, in the job description, this is a great opportunity for someone who wants to work in a unique environment while helping to support the life changing work and mission of Montgomery Habitat for Humanity.

If you are interested in applying for this position please submit the attached "Application for Employment" along with a copy of your resume to nick@habitatmontgomery.com not later than Thursday December 31st. If you have further questions about the position prior to application you are welcome to contact Executive Director, Nick Mielke via email nick@habitatmontgomery.com or by telephone 334-832-9313.

Thank You for your interest.

Nick Mielke
Executive Director

Montgomery Habitat for Humanity

Job Title: ReStore Manager

Reports To: ReStore Director

Direct Reports: ReStore staff and other employees who may be temporarily assigned

Indirect Reports: Volunteers, Vendor Personnel

Mission: Generate revenue to support home building objectives by meeting budgets and maintaining margin objectives. This will be achieved through management and marketing of ReStore products, creating positive visibility of Habitat in the local community, and presenting the mission and scope of Habitat for Humanity International.

Position Summary: Operations management, including: consistent, safe, and positive development of Associates and assets in order to provide a high quality experience for donors to the ReStore, its vendors, its volunteers and its most importantly, its customers.

Responsibilities

Operational:

- Demonstrate and train staff in providing outstanding service to customers, donors, volunteers, and others.
- Understand and communicate to all Associate positions the key performance metrics for all ReStore operations and how they relate/contribute to positive customer experience and high quality operations.
- Maintain and oversee ReStore inventory controls system.
- Ensure ReStore is adequately staffed and operated by Associates with knowledge, skills, abilities, and leadership to accomplish assigned tasks.
- Ensure all personnel understand, and can effectively communicate, the Habitat ReStore, local affiliate, and HFH missions to members of the public.
- Effectively manage Habitat ReStore assets to ensure safety of employees, volunteers, customers, and others.

Staff & Volunteer Management

- Hire, train, and manage ReStore Associates in accordance with relevant personnel and safety policies and take steps to ensure staff is well versed so that all policies and practices are understood and adhered to, as presented in the ReStore Policy Manual.
- Motivate, evaluate, recognize, and reward staff performance. Work with other affiliate functions as needed to address issues of safety, poor job performance, or misconduct in a timely and appropriate manner. Properly document incidents, and develop corrective actions. Resolve situations involving volunteers in consultation with the Volunteer Coordinator and the Executive Director when required.

Finance and Administration

- Implement and monitor systems for daily cash transactions and deposits in conjunction with the Director of Finance.
- Provide accurate accounting records of revenues and expenses as required or requested.
- Approve employee recording of time worked.

Reporting and Communications

- Provide reports of ReStore activities including, but not limited to: sales, expenses, outreach activities including advertising, and other areas of interest to the ReStore Director or as directed.
- Routinely reinforce Information regarding work and safety practices with Associates, Volunteers, and others who will be in the facility and on the property.
- Keep ReStore Director and Director of Finance appropriately and timely of operational and financial matters.

Required Skills and Experience

- Solid application of interpersonal and communications skills, internally and externally, with groups and individuals.
- Experience in retail management and operations.
- Demonstrated ability to train, manage, lead, and develop Associates in a consistent, positive, and safety conscious manner.
- Basic computer skills, including spreadsheets, word processing, presentations, and email.
- A history of successfully adapting to rapidly changing work environments with unexpected shifts in priorities.
- Physical ability to safely lift and position up. Job requires occasional bending, kneeling, and reaching. Bulk of time will be spent standing, walking, and otherwise assisting customers.

Competencies

- Ethical leadership demonstrating consistent high standards of integrity and accountability.
- Excellent leadership skills including: Associate selection, training, coaching, and development.
- Team building through positive and effective communications and strong interpersonal skills.
- Personal initiative, represented by “a sense of urgency”, energy, enthusiasm, attention to detail, and follow up.
- Adaptability...a quick, sound, and positive decision maker in rapidly changing conditions; anticipating, addressing, and solving problems.
- A relationship builder for cooperative, mutually beneficial, and long-term relationships.
- Personal presence, projecting a professional image in speech, appearance and demeanor in interactions with others in multiple venues and scenarios.



APPLICATION FOR EMPLOYMENT

Employment Desired:		
Position Desired: ReStore Manager	Salary Desired:	
	Date Available to Start:	
Personal Information: (Incomplete information could disqualify you from further consideration.)		
Name: (First, Middle, Last)	Today's Date:	
Address:		
City:	State:	Zip:
Home Phone:	Cell Phone:	
E-mail Address:		
Are you eligible to work in the United States?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Can you work overtime, including weekends?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Are you able to perform the essential functions of the job for which you are applying, with or without a reasonable accommodation? (If you are unsure of the essential functions, please ask to review a job description.)	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Referral Source:		
How did you hear about us? <input type="checkbox"/> Walk-In <input type="checkbox"/> Advertisement <input type="checkbox"/> Referral <input type="checkbox"/> Other Source:		
Have you ever worked for this company? If yes, please provide dates, supervisors, etc.:	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Do you know anyone who works for this company? If yes, please provide name and length of time known for each:	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Do you have any relatives currently working for this company? If yes, please provide name and relationship for each:	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Background:		
Are you currently employed?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, may we contact your present employer?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Have you ever been terminated from employment or asked to resign by an employer? If yes, please provide company names and contacts:	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Have you ever been convicted of a felony offense? (A conviction will not necessarily disqualify you for employment. Rather, such factors as age, date of conviction, seriousness, and nature of the crime will be considered.) If yes, please provide dates and location for all convictions:	<input type="checkbox"/> Yes <input type="checkbox"/> No	

EMPLOYMENT HISTORY

Include your last three positions (or your last ten (10) years of employment history), including periods of unemployment, starting with the most recent and working backwards in time. (Incomplete information could disqualify you from further consideration.)

Current or Most Recent Employer:				
Employed From:	Employed To:	Starting Salary:	Ending Salary:	
Company Name:			May We Contact? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Address:				
City:	State:	Zip:	Phone Number:	
Position Title:				
Supervisor:			Supervisor's Title:	
Nature of the Work Performed and Position Responsibilities:				
Reason for Leaving:				
Second Most Recent Employer:				
Employed From:	Employed To:	Starting Salary:	Ending Salary:	
Company Name:			May We Contact? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Address:				
City:	State:	Zip:	Phone Number:	
Position Title:				
Supervisor:			Supervisor's Title:	
Nature of the Work Performed and Position Responsibilities:				
Reason for Leaving:				
Third Most Recent Employer:				
Employed From:	Employed To:	Starting Salary:	Ending Salary:	
Company Name:			May We Contact? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Address:				
City:	State:	Zip:	Phone Number:	
Position Title:				
Supervisor:			Supervisor's Title:	
Nature of the Work Performed and Position Responsibilities:				
Reason for Leaving:				

EDUCATION

	Name of School	City/State	No. Years Attended	Subjects/Major	Degree Y/N
High School					
College or University					
Graduate School					
Trade or Business School					

Licenses or Certifications:

Name/Type:	Issued By:	Issue Date:	Expiration Date:
Name/Type:	Issued By:	Issue Date:	Expiration Date:
Name/Type:	Issued By:	Issue Date:	Expiration Date:

Special skills, experience and/or training that would enhance your ability to perform the position:

Equipment and/or Computer Skills:

REFERENCES: (Provide names/addresses/phone numbers of three persons, not related to you, whom you have known at least three (3) years.)

Name:	Address/Phone:	Occupation:	# Years Known:
Name:	Address/Phone:	Occupation:	# Years Known:
Name:	Address/Phone:	Occupation:	# Years Known:

Acknowledgement

This application will be given every consideration, but its receipt does not imply that there are any open positions or that the applicant will be employed. Only applicants meeting the minimum requirements for a position as determined by the organization will be considered for employment. Should more than one qualified person make application, the organization reserves the right to select the applicant that, in its opinion, possesses the best qualifications.

Authorization

Please Read Carefully Before Signing

I authorize investigation of all statements contained in this application (if I am considered for employment) and hereby authorize previous employers, personal references named, or any other person or persons to whom the organization may refer, to give any and all information regarding my background if requested.

If employed, I agree to engage in no outside activity which would involve a material conflict of interest with, or which could, as determined by the organization, reflect adversely on the organization.

If employed, I agree to maintain confidentiality regarding any information concerning the organization that may come to my knowledge. Further, I agree to comply with all of the policies and regulations of the organization as set forth in the organization's employee handbook or other communications distributed to all employees.

I understand that neither the completion of this application nor any other part of my consideration for employment establishes any obligation for the organization to hire me. I understand that if employment is offered to me, either verbally or in writing, such offer does not constitute a contract of employment. I understand that if I am employed by the organization my employment will be for no definite period of time and that my employment can be terminated at any time and for any reason, with or without cause and without prior notice, at the option of either the organization or myself. I also understand that this status can only be altered by a written contract of employment, specific to all material terms, that is signed by an authorized officer of the organization

I attest with my signature below that I have read all of the above statements and understand the same and that all statements made by me are true and accurate to the best of my knowledge and that I have withheld nothing that would, if disclosed, affect this application unfavorably. I understand that any false statements or material omissions may be grounds for refusal to hire, or for immediate dismissal. I certify that I am at least 18 years of age and am legally authorized to work in the United States. Additionally, I understand that nothing contained in this employment application or in the granting of an interview is intended to create an employment contract between myself and the company for either employment or for the providing of any benefit.

I understand that as a condition of this application and any employment, I may be required to submit to testing for the presence of illegal drugs. I hereby consent to such testing. I also understand that prior to employment I will be asked to submit to and adequately pass a criminal background screening. I further acknowledge that no promise or guarantee is binding upon the organization unless made in a written contract of employment as described above.

Applicant's Name: (Please Print)	
Applicant's Signature:	Date:

THIS APPLICATION IS VALID ONLY FOR 60 DAYS FROM THE DATE SIGNED/DATED ABOVE.