

Black Hills Area Habitat for Humanity

Position Title: ReStore Dock/Warehouse Supervisor

Reports To: ReStore Manager

Cooperates closely with: ReStore Manager, Assistant Manager, ReStore staff, and volunteers

Black Hills Area Habitat for Humanity is a non-profit Christian ministry that seeks to put God's love into action by bringing people together to build homes, communities and hope. We partner with families to build and repair simple, decent affordable housing.

Job Type: Full-time/Hourly

Position Summary:

Manage the donations and the donations process, including donor interaction, donation evaluation, warehouse logistics and flow. Manage and maintain dock and warehouse space to encourage flow of donations to the sales floor and maintain a safe environment for customers, volunteers and staff. Assist the ReStore Manager and Assistant Manager with oversight of ReStore Associates and volunteers. Works with Merchandise Supervisor to maintain a full and clean sales floor.

Key Qualifications

Understanding and support of Black Hills Area Habitat for Humanity Mission.

1. Pleasant and encouraging attitude.
2. A team player, flexible, quick thinking and able to work under pressure.
3. Strong communication skills, both oral and written.
4. Exhibit affiliate core values of loyalty, integrity, faith, trust, and servant heart.

Key Responsibilities:

1. Respect and understand the mission of Black Hills Area Habitat for Humanity and the mission of ReStore.
2. Facilitate implementation of donor service procedures and recognitions strategies.
3. Build, maintain and document working relationships with local contractors and suppliers to increase quality donations.
4. Collect donor data for weekly reporting.
5. Cooperate with Community Engagement Administrator to coordinate volunteer activities.
6. Train and supervise staff and volunteers to ensure weekly goals are met and are in accordance with affiliate policies and procedures.
7. Manage the process of acceptance of donations and preparing product for sale.
8. Assist in completing daily safety check lists.
9. Keep facilities clean and safe in accordance with laws and regulations that apply. This includes general safety procedures, vehicle use procedures and equipment use procedures.
10. Attend staff weekly meetings as scheduled and mandatory monthly meetings.

Additional Requirements:

Required Knowledge and Skills:

1. Great people skills and good verbal and written communication skills.
2. Supervisory experience required.
3. Minimum of 1 year of receiving or retail experience.
4. Proficiency with various power tools.

5. Retail, delivery, and/or working with volunteers a plus.

Educational Requirements:

1. High School diploma or equivalent required.

Required Physical Abilities:

1. Able to stand on concrete floors, bend, reach, lift climb in and out of trucks and commercial vehicles, climb on and off loading docks all throughout each workday.
2. Able to lift 50 lbs. of boxed and loose material, furniture, appliances and building materials; walk, climb up and down stairs, loading ramps and docks. Load materials onto trucks, shelves and displays.
3. Able to work with co-worker(s) to cooperatively lift and load furniture, appliances and building materials weighing 55 lbs-150 lbs.

Other Requirements:

1. Must be at least 18 years old.
2. Up to 40 hour rotating weekly schedule, minimum of every other Saturday required.
3. Proper dress required.
4. Must hold a valid driver's license and meet state requirements for automobile liability insurance.
5. Must be able to pass a criminal background check.
6. Experience working in a team environment.
7. Able to drive various organizational vehicles: trucks, cars, forklift, material handler's equipment.

Pay Range: \$14.50-17.50 based on experience