



**ReStore Warehouse Supervisor**  
Maumee Valley Habitat for Humanity  
Job Description



**Reports to:** ReStore Operations Manager

**Employment Status:** Full-Time Hourly

**Schedule:** Tuesday-Saturday

**Job Classification:** Hourly

**Rate of Pay:** \$18/hour

**Position Summary:**

Maumee Valley Habitat for Humanity (MVHFH) is a nonprofit housing organization that brings people together to build homes, community, and hope in Lucas County. Our vision is of a world where everyone has a decent place to live. We work toward this vision by building and improving homes in partnership with individuals and families in need of a decent and affordable place to live. As a Christian ministry, we also strive to keep God at the Center of all that we do. Habitat for Humanity ReStore in Maumee, Ohio is a nonprofit home improvement store and donation center that sells new and gently used furniture, appliances, home accessories, building materials and more to the public at a fraction of the retail price.

The ReStore Warehouse Supervisor is responsible for the oversight of warehouse operations. Under the direction of the ReStore Operations Manager, they are responsible for determining the quality of donated goods, supervising the pick-up and drop-off area, and the cleanliness and organization of the warehouse.

**Responsibilities and Duties:**

- Supervise the donation drop-off/pick-up warehouse area so donors/customers are receiving quick and quality service and quality donated items are being accepted, cleaned, priced and sent to the sales floor in an efficient manner.
- Ensure the warehouse area, along with exterior grounds, remains clean and safe.
- Limited oversight of operations of ReStore in the absence of ReStore Operations Manager and ReStore Director.
- Ensure that every donor receives timely, courteous service.
- Assist donors with unloading their donations.
- Clean, Price, and Prepare donations for placement on sales floor.
- Train Donation Ambassadors and Donation Ambassador Assistants on pricing of merchandise to be sold.
- Assist in the unloading of ReStore trucks.
- Keep all areas of responsibility clean and neat.
- Customer Service/Volunteer Resource - Job will include answering questions, providing supervision of volunteers, assisting with merchandise, clarifying policies, resolving disputes, greeting customers.
- Assist in the inventory, storage, and movement of donated and purchased product.
- Organize and maintain store inventory – shrink wrap, price labels, tag guns, steri-fab etc.
- Empty trash daily and ensure recycling bins are in place and ready.
- Ensures that daily tasks are completed by either completing yourself and/or assigning tasks to staff and/or volunteers.
- Facilitates the logical and attractive display of merchandise.
- Follows ReStore safety standards and recommends updates as needed.
- Cashier assistance – Bagging, facilitating checkout, covering cashier absences.
- Attend all staff meetings as scheduled.
- Perform other duties as assigned.

**Qualifications, Certifications and Skills:**

- A minimum of 3 years of work experience in a retail related area, preferably with construction materials
- Interacts effectively with a variety of partners – homeowners, partner families, sponsors, donors, staff, the Board of Trustees, and the general public.
- Experience in supervising and leading employees and volunteers, directing successful teams and accountable for meeting objectives.
- Strong problem-solving and conflict resolution skills especially with volunteers and customers
- Ability to work in a fast-paced team environment and the ability to multi-task
- Able to work independently, lead groups and develop people.
- Ability to work a flexible schedule including weekends and evenings as required.
- Ability to lift up to 60 pounds, stand, squat, bend, and climb in/out of truck on a regular basis
- General knowledge in Microsoft Office, including Word and Excel, and general computer expertise such as email.
- Certification for forklift operation (training provided, if necessary).
- CPR, AED and First Aid certification required (training provided, if necessary).
- A valid driver’s license and the ability to be insured under Maumee Valley Habitat for Humanity’s auto insurance
- Must pass background check including criminal records and sex offender registry prior to offer of employment.
- Ability to establish and maintain excellent working relationships with supervisor, co-workers, and other Maumee Valley Habitat for Humanity staff.
- Must have commitment to the Habitat mission and uphold its values and ethics

*Maumee Valley Habitat for Humanity is an Equal Opportunity Employer and Prohibits Discrimination and Harassment of Any Kind: Maumee Valley Habitat for Humanity is committed to the principle of equal employment opportunity for all applicants and to providing employees with a work environment free of discrimination and harassment. All employment decisions at Maumee Valley Habitat for Humanity are based on business needs, job requirements and individual qualifications, without regard to race, color, religion or belief, family or parental status, or any other status protected by the laws or regulations in the location where we operate. Maumee Valley Habitat for Humanity will not tolerate discrimination or harassment based on any of these characteristics. Maumee Valley Habitat for Humanity encourages applicants of all ages.*

**By signing below, I am stating that I understand the requirements, essential functions, and duties of the position.**

Employee’s Signature \_\_\_\_\_ Date \_\_\_\_\_