

Habitat for Humanity of Greater Chattanooga Area (HFHGC)

Job Description: 5/7/2026

Position: ReStore Manager

Reports To: ReStore Operations Manager

Status: Full-time, Hourly, Non-Exempt

Pay Range: Salary starts at \$40K/year



About Habitat

Habitat for Humanity of Greater Chattanooga Area (HFHGC) is an ecumenical Christian non-profit organization focused on housing solutions and neighborhood revitalization that benefits families and individuals in Chattanooga through home repairs, new construction and other direct services.

Job Summary

Reporting to the Restore Operations Manager for Habitat for Humanity of Greater Chattanooga Area (HFHGC), the ReStore Manager is responsible for all operational aspects of a specific store to include opening, closing, staffing, supervision, safety, sales, donation receipts and other tasks to ensure a profitable and functional resale store.

In addition to other duties as assigned, the ReStore Manager will be responsible for supervising reporting staff and volunteers through positive direction and training. The ReStore Manager will have direct contact with the public as well as those served. The role also encompasses advertising and marketing initiatives, strategic planning, sales promotion, and maintaining a safe store environment.

Duties

- Works with customers, staff and volunteers to ensure a positive Habitat experience
- Ensures that all customers and donors receive outstanding customer service
- Is accountable for the proper opening and closing of the ReStore each day
- Balances deposits, registers, till and reports daily; submits deposits accordingly
- Assists with sales transactions and donations in person and via telephone
- Directs staff, senior aides and volunteers with their duties
- Checks voicemail and email daily, responding and scheduling donations as needed
- Is responsible for forklift maintenance and fueling
- Ensures cleanliness and organization of store and receiving areas
- Properly and accurately prices all merchandise to be competitive and ensure profitability
- Works in collaboration with the Restore Operations Manager on social media posts
- Assists Restore Operations Manager with viewing large donations
- Assists with ReStore and Habitat events as well as trade shows
- Ensures store reaches daily sales goals
- Schedules employees and volunteers appropriately to ensure store is adequately staffed
- Reviews and approves timesheets; submits them to ReStore Operations Manager on time

- Assists with the recruitment and training of staff for ReStore; makes hiring decisions
- Maintains inventory and order supplies when needed
- Must be able to stand for long periods of time and lift 30–50 pounds repeatedly
- Drives community awareness and revenue growth through targeted marketing and promotional efforts
- Contributes to the strategic direction of the store by analyzing performance data and identifying opportunities for growth
- Maintains a safe environment for staff, volunteers, donors, and customers at all times

Required Qualifications

- Valid Driver’s License required
- Must be supportive of and passionate about the mission of HFHGC
- Ability to work in diverse groups of people, including age, race, gender, and socio-economic backgrounds
- Must be able to stand for long periods of time and lift 30-50 pounds repeatedly
- Must be able to drive a box truck up to 26’
- Strong communications skills and customer service disposition
- Background check and drug screen required

Qualifications Preferred

- Forklift certification preferred
- Retail experience preferred

The job profile is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Duties, responsibilities, and activities may change, and/or new ones may be assigned at any time with or without notice.

Work Schedule: Full-time, generally between the hours of 8am and 6pm Tuesday – Saturday

Interested candidates should submit a cover letter with resume to mhayes@habichatt.org.

Approval Date: _____

Approved By: _____