

ReStore Safety and Inventory Coordinator Job Description

Reports To:

ReStore Floor Manager

Position Type:

12-Week Summer Contract

Job Summary:

The position is primarily responsible for supporting the Habitat for Humanity Northumberland ReStore in Cobourg in achieving their sales, inventory, safety, and product success targets. The position also has specific responsibilities including working alongside staff and volunteers to oversee the movement of ReStore product, customer service and support, supporting the onsite volunteer labour, and the implementation of the Safety, Health and Environment program (including training) for the ReStore. As Habitat for Humanity Northumberland is a community driven organization the student would also have contact and act as a representative of HFHN for local volunteers and the partner families who will be purchasing the homes.

The person in this position must have the skill level to handle multiple tasks and assignments, work in a retail environment, lift and move materials, supervise and support volunteers, while always promoting the values that embrace the mission of Habitat for Humanity Northumberland.

Primary Responsibilities:

- Support the ReStore Floor Manager in the acquisition, placement and retailing of ReStore product;
- Provide on-the-floor support and service to ReStore customers and donors;
- Manage the onsite implementation of HFHN's Safety, Health and Environment program including weekly inspections, completing incident reports, and other duties as assigned;
- Support the ReStore Coordinator to conduct safety training for HFHN volunteers both in and outside the ReStore;
- Support the ReStore Coordinator to schedule and manage all paperwork associated with safety training of ReStore volunteers over the summer months;
- Work with the ReStore Coordinator to manage and update HFHN's volunteer database;
- Work directly with the volunteers in the ReStore;
- Other, as required; and
- Work week will require flexibility of schedule as some activities occur in the evening or on weekends.

Qualifications:

- Experience and knowledge of retail operations would be an asset
- Strong and proven interpersonal skills
- Self-starter with the ability to work independently

- Current WHMIS and First Aid Certification would be an asset
- Excellent communication and networking skills, with proven results
- Ability to think multi-task and meet deadlines
- G2 or higher Driver's License
- Access to a vehicle
- Ability to work flexible hours – some nights and weekends
- Commitment to the mission of Habitat for Humanity Northumberland and representing that mission within the community

Terms of Employment:

Hourly Wage: TBD

Work Week: 37 hours/week (Generally Tuesday-Saturday)

Proposed Start Date: June 5, 2017

Office Location: 764 Division St., Cobourg ON K9A 5V2