

POSITION: Surplus Sale Facilities and Receiving Manager

Palouse Habitat Surplus Sale Mission: Generate revenue to support Palouse HFH's home build and repair programs, offer an affordable local option for home improvement materials, and promote reduce-reuse-recycle culture in our community.

Palouse Habitat for Humanity Mission: Serving our neighbors in need by working to eliminate poverty housing on the Palouse and worldwide.

Position Summary: Oversee all building and truck-related activities. Work in tandem with Assistant Store Manager to receive, process and display donated inventory at the Surplus Sale. Be a positive representative of Palouse Habitat for Humanity, its mission and programs while interacting with customers, donors and the public. Drive Surplus Sale truck with staff or volunteers to pick up donated items and deliver purchased items. Oversee building and grounds maintenance. Follow Palouse Habitat for Humanity Surplus Sale and Habitat for Humanity International (HFHI) ReStore policies and practices, and ensures persons working with the Receiving Manger are informed and follow those policies and practices.

Duties:

- Oversee building and grounds maintenance.
- Maintain custodial functions. Ensure that the facility is clean and maintained according to company policy.
- Keep retail displays and walkways, exterior sidewalk, receiving and disposal/recycling areas orderly, clean and safe in tandem with Assistant Manager.
- Manage the upkeep of equipment and supplies to meet health and safety standards.
- Inspect building to determine the need of repairs or renovations, report to Manager.
- Work as liaison between Store Manager and Contractors to schedule and receive bids for building repair and upkeep needs.
- Plan and coordinate building needs such as (internet, security cameras, heat and cooling systems with Gropp Heating and Electric).
- Responsible for truck for maintenance and repair needs. Report to Manager.
- Maintain Surplus Sale tool inventory.
- Ensure high level of donor, customer and volunteer satisfaction.
- Ensure donated items are cleaned, tested &/or repaired, and displayed appropriately and safely.
- Watch for donations appropriate for home build and repair projects, set aside for Construction and Home Repair Teams.
- Assist donors and customers with loading and unloading items.
- Evaluate and screen donations based on appropriateness, safety, and Palouse Habitat Surplus Sale rules.
- Be informed of and follow Surplus Sale and HFHI Policies, Palouse HFH programs and mission.

Requirements:

- Able to safely lift objects weighing 50 pounds or more on a repetitive basis, more with assistance.
- Physical ability to sit, walk, stand for most of the day while carrying out duties.
- Work well within a team and with the public. Experienced working with volunteers.
- Strong communication skills. Ability to create a positive workplace atmosphere and cultivate positive donor and customer relationships.
- Self-starter with good attention to detail and follow through.
- Willing and able to work indoors and outdoors.
- Flexible and adaptable given unexpected situations in work environment.
- Experience in do-it-yourself home repair, construction and renovation, nonprofits and/or retail
- High School Diploma or equivalent.
- Valid Driver's License, strong driving record and reliable personal transportation.

Position:

Half time. Hours flexible as agreed on with Manager, although Saturdays required.

\$14/hour

Federal holidays, and the weeks of Thanksgiving, Christmas and New Year's off (nonpaid)

Location: Based at 304 N. Main Street in Moscow, but will require driving around Latah and Whitman Counties

Reports to Surplus Sale Manager

Note: Palouse Habitat for Humanity is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, age, religion, sex, sexual orientation, marital status, national origin or disability.

Send your cover letter and resume to: store@palousehabitat.org