

## ReStore Supervisor, Peterborough

**Job Title:** ReStore Supervisor, Peterborough  
**Reports To:** ReStore Manager  
**Status:** Full-Time, Permanent

### “BUILD” your future with us!

If you love working with people, have amazing customer service skills and are looking to make an impact, then keep reading!

Habitat for Humanity Peterborough & Kawartha Region (HFHPKR) is seeking a friendly and energetic individual to join our team at our 550 Braidwood, Peterborough location. Reporting to the Manager, the Supervisor will assist with the daily operations of the retail store. This includes accepting donations, assisting with organizing and delegating volunteers and ensures a positive experience for all.

This is a great opportunity to be part of a great cause. No two days are the same, so if you are looking for a fast paced and constantly changing role, then the ReStore is the place for you!

### MAIN DUTIES & RESPONSIBILITIES

- Recording daily, SHE (safety, health and environment) inspections and ensuring a safe environment is maintained at all times
- Training and supervision of ReStore associates and volunteers
- Daily cash and sales reconciliation
- Determining suitability of donations
- Appraising, pricing, and recording of GIK values
- Merchandising in a dynamic store with inventory that is always different
- Complaint resolution
- Ensure all donations are valued correctly and priced
- Up holding all Habitat for Humanity policies and procedures
- Maintaining good consistent store standards and conditions
- Act as an ambassador for Habitat for Humanity

### QUALIFICATIONS

- At least one year in supervisory role
- 2-5+ years of Retail experience
- Physical ability to lift 50 lbs
- Ability to work under pressure
- Excellent communication skills and ability to lead and motivate volunteer work crews

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- Organized individual with time management and prioritizing skills
- Confident, proactive individual who can work well individually and as part of a team
- Experience using a variety of social media tools (Twitter, Facebook, Kijiji) is an asset
- Knowledge of renovation and building materials is an asset
- Commitment to the mission of HFHPKR and representing that mission within the community

### EMPLOYMENT REQUIREMENTS

- Clear Police Records Check
- CSA approved safety footwear, to be worn at all times
- Successful completion of Emergency First Aid training as required and provided by Habitat PKR
- Successful completion of other training as required and provided by Habitat PKR
- Ability to perform heavy lifting on a regular basis

### WHAT WE OFFER

Habitat for Humanity Peterborough & Kawartha Region offers its full-time permanent staff a comprehensive health benefits package (medical, dental, vision, life insurance, etc.) as well as a RRSP matching program.

**Please send resumes to [hr@habitatpkr.ca](mailto:hr@habitatpkr.ca) with the position title and location in the subject line. Please include why you would like to work for Habitat for Humanity and your salary expectations. This position will remain open until filled.**

**We thank all applicants for their interest in Habitat for Humanity however only those selected for an interview will be contacted.**