

ReStore Assistant Manager (Peterborough Location)

Job Title: ReStore Assistant Manager
Reports To: ReStore Manager
Location: 300 Milroy Drive, Peterborough
Salary: \$20-22.00 per hour
Status: Full-time

“Build” Your Future With Us

Looking for a job where your work makes a real difference every day?

Habitat for Humanity Peterborough & Kawartha Region is looking for an Assistant ReStore Manager to help lead the day-to-day operations of our busy Habitat ReStore. The ReStore is a social enterprise retailer that accepts and resells donations of new and gently used furniture, appliances, home décor, and building materials. Every purchase and donation helps fund local affordable homebuilding projects, meaning the work you do directly supports families in our community.

Working alongside the ReStore Manager, you'll help oversee daily operations, support staff and volunteers, deliver excellent customer service, and ensure the store runs safely and efficiently.

PLEASE NOTE: To apply, please include a cover letter telling us why you want to work for Habitat for Humanity. We will not review resumes submitted without a cover letter. Application deadline is August 21, 2026.

Main Responsibilities

- Supervision and training of staff and volunteers
- Maintain health and safety, and store standards
- Cash and sales reconciliation
- Sales
- Customer service
- Product merchandising on the sales floor
- Warehousing
- Cash
- Accepting donations from the public
- Processing donations and preparing them for resale
- Complaint resolution
- Be an ambassador for Habitat for Humanity
- Other duties as required
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Qualifications

- 2-5 years of retail experience
- At least 1 year in a supervisory/management role
- Self-starter
- Great communication skills, friendly
- Team player
- Reliable
- Energetic
- Strong customer service skills
- Multi-tasker with great time management skills
- Ability to lift a minimum of 25 lbs often
- Capable of continuous standing, bending, and lifting
- Retail experience
- Warehousing experience an asset
- Acceptable criminal record check
- Fantastic sense of humour.
- Mission-driven: A passion like ours ... to help more families realize the strength and stability of their own home!

To Apply

Please send your resume and cover letter to hr@habitatpkr.ca with the position title and location in the subject line. In your cover letter, please include why you would like to work for Habitat PKR.

We thank all applicants for their interest in Habitat for Humanity Peterborough & Kawartha Region, however, only those selected for an interview will be contacted.