



We build strength, stability, self-reliance *and* shelter.

Second Assistant Manager - Lynnwood Habitat Store

Full Time, Schedule is Tuesday through Saturday 9 a.m. to 5:30 p.m.

Pay: \$15 per hour

Benefits: Medical, Dental, Vacation and holidays

Second Assistant Manager contributes to the Habitat Store by assisting the Store Manager in all activities necessary to operate the store, taking primary control of the operational areas of the store. Second Assistant Manager operates under the authority and direction of the Store Manager specifically providing training, oversight and direction for staff and volunteers in all store operations. Second Assistant Manager is expected to learn all Store policies, operations and management functions with the goal of functioning as the manager in the absence of the Store Manager.

Responsibilities:

- 1) Fostering a fun, safe and friendly environment for volunteers, donors and customers.
- 2) Providing consistency to the floor layout and display.
- 3) Fielding calls and inquires about The Habitat Store
- 4) Working all functions in the store as needed.
- 5) Coordinating and training volunteers to receive, price, display and sell products
- 6) Providing overall store management during occasional times when Store Manager is not on site.
- 7) Opening and closing the Store as needed.

Required Skills and Abilities:

- 1) Has a friendly, outgoing demeanor
- 2) Able to work with Staff, Volunteers, Customers and Donors
- 3) Working knowledge of Windows and Microsoft Office programs
- 4) Must learn, understand and daily operate Intuit Point of Sale program
- 5) Able to lift and carry up to 50 pounds by hand occasionally and operate hand truck, dollies, pallet jack and pallet lift to move loads of products and displays
- 6) Must learn, understand and be able to apply all store policies.
- 7) Valid Driver License and clean driving record

Important Knowledge and Competencies:

- 1) Good written and oral communication in English
- 2) Familiar with Windows computer programs and MS Office programs
- 3) Knowledge of hardware, tools and building materials is helpful.

Please send your resume and cover letter to store-jobs@habitatsnohomish.org to apply.