



# Habitat for Humanity<sup>®</sup>

## of San Antonio & Guadalupe Valley

**GVVHFH Store Manager** needed for Habitat for Humanity of San Antonio & Guadalupe Valley, a large non-profit, single family home builder and social service provider. We are seeking a proficient, results-oriented candidate with excellent skills for this position. If you are a fun, energetic, person with good coordinating and program implementation skills and are looking for a meaningful job, with good pay, GREAT benefits, and a stable employer, we could be the place for you!

We work hard but celebrate families so we offer unique benefits like being closed from Christmas Eve through New Year's Day as PAID holiday leave! We offer a reasonable work schedule, paid vacation, paid sick leave, a great retirement plan with a generous employer match, paid employee health insurance with generous cost-sharing for dependent health, and many other benefits to help our employees take care of their own families.

### Qualifications:

- At least two years' experience in retail management and cash register experience.
- Requires a demonstrated competence in marketing, customer service, personnel management, safety management, computer proficiency and inventory control.
- Strong organizational skills: high attention to detail and ability to multi-task.
- Must have and maintain a valid Texas driver's license and maintain a good driving record in compliance with Habitat's fleet policy requirements.
- Must also pass a background check and maintain a clear criminal record.
- Knowledge of home improvement products preferred.
- Bilingual in Spanish preferred.

### Abilities Required:

- Much of the work is performed while standing and/or walking.
- Requires the ability to lift, carry, push or pull medium weights up to 50 lbs.
- Requires some bending, squatting, twisting, climbing, reaching, and sitting.
- Requires the use of hands for grasping and fine manipulations.
- Requires activities involving being around moving machinery, exposure to dust, and fumes from warehouse equipment and vehicles.
- Must be able to read and understand information and ideas presented in writing.
- Requires accurate mathematical calculation abilities (add, subtract, multiply, & divide).

### Responsibilities:

- A. Manage all aspects of store operations including:
  1. Manage receiving of donated items for sale including pricing and display of merchandise.
  2. Implement and oversee good customer service.
  3. Personnel management including hiring, scheduling, training, and evaluation of both paid and volunteer store staff.
  4. Oversight of shipping and receiving of freight.
  5. Effective inventory control of store merchandise.
  6. Implement and oversee safety procedures
  7. Oversight of maintenance and upkeep of the store areas.
  8. Cultivate new and existing product donors.
  9. Coordinates store and warehouse operations with all other Habitat departments.
- B. Implement future plans for store expansion.
- C. Other duties as assigned.

## GVVHFH Store Manager

Posted 07/03/2024

---

### **Physical Abilities Required:**

- Must have strong physical capabilities to work on an active construction site including: be able to lift and carry 25 lbs, be able to stand, walk, squat, climb stairs and ladders, and be on your feet for extended periods of the day each and every day, have good manual dexterity with fine motor control of both hands and fingers along with other physical and mental abilities that are needed to traverse and work on a large scale construction site.
- Requires listening to and understanding information and ideas presented through spoken words and sentences.
- Must be able to read and understand information and ideas presented in writing.
- Requires the ability to clearly enunciate words and orally communicate.
- This position will work on a variety of projects and activities. Candidate must have strong physical and mental capabilities that are needed to effectively function in both an office and field environment.
- Requires the ability to function effectively in a fully tobacco-free and vape-free environment without taking tobacco or vape breaks during the work time.

**EOE.** Interested candidates should submit a cover letter, resume, and preferred salary range to: Attn: GVHC

- By email with “Store Manager” in the subject line to [jobs@HabitatSA.org](mailto:jobs@HabitatSA.org)