



PO Box 705
Collinsville, IL 62234
Phone - (618) 343.0301

Job Posting: Full Time Position: ReStore Manager Job Posting

Hours are 9:00 AM - 5:00 PM Monday - Friday

Salary: Starting 40K

Benefits include: Paid Time Off, Holidays.

Come join our team to make a difference in people's life, Lewis & Clark HFH ReStore is accepting applications for an Restore Manager at our Restore in Collinsville, IL. The Restore Manager reports to the Executive Director and is responsible for all Restore operations including but not limited to:

- Oversight of general store operations, customer service, scheduling, employee and volunteer supervision, inventory control.
- Initiate and develop marketing strategies for donations and act as agency speaker for local business groups and civic organizations.

Skills and Qualifications: Bachelor's degree and/or experience in retail, non-for-profit operations working with a donation-based volunteer operation, personnel management and supervision, organizational ability, and good communication skills.

- Ability to lead and supervise staff and volunteers, ensuring volunteers as well as customers have an excellent experience
- Knowledge of home improvement/construction means, methods, techniques and materials preferred
- High School Diploma or equivalent
- Valid Illinois Driver's License- good driving record (inquire on specifics required)
- Must be able to regularly and frequently lift 50 lbs. safely, work standing or moving for a full day, and operate basic power tools

All candidates may be subject to a drug screen, background check and functional capacity evaluation. Must have valid driver's license and good driving record. Professional references required.

Please E-mail Ed@lchabitat.org or mail your resume to:

Lewis & Clark Habitat for Humanity
1950 Vandalia
Collinsville, IL 6223
Attn: John Becker, Executive Director