

Assistant Manager – ReStore Job Description

1. Provide input to the operational plan for the individual store
2. Provide input to the budget for the individual store
3. Provide input to the Manager
4. Implement approved procedures
 - Participate in interviewing
 - Take the lead in training
 - Assign and supervise the daily work
 - Make recommendations to the Manager on discipline
5. Provide reports to Manager
 - Order, receive and arrange payment for supplies/services required
 - Keep spending to a reasonable level
6. Follow approved procedures in handling petty cash, front of store, daily cash-out and recording of sales
7. Responsible for deposits
8. Monitor employee work hours and approve timesheets
 - Determine the labour required
 - Work with the Vol. Coord. to acquire the type and number of volunteers needed
 - Monitor recording of vol. hours
 - Train paid staff or oversee their training
 - Orient and train or oversee training of volunteers
 - Seek opportunities for self-development
 - Instruct all staff and volunteers on safety procedures
 - Implement store security
9. Pursue opportunities at the local level
 - Collect drivers' abstracts, etc.
 - Approve and schedule pickups and deliveries
 - Work with the team on assessment of opportunities
 - Manage the incoming material flow
10. Determine on a daily basis what will be accepted
11. Follow guidelines in pricing inventory
 - Manage the disposal and recycling activities
 - Provide feedback to the Manager
 - Provide input/feedback to the Manager
 - Make local arrangements
 - Provide input to the Manager
 - Lead the execution of projects

Participate in the planning and celebrations for volunteer appreciation, to promote community awareness, home shows, parades, etc