HABITAT FOR HUMANITY

Bergen County

121 Carver Ave
Westwood, NJ 07675
habitatbergen.org

ReStore | Full-Time | | Non-Exempt | On-Site | Westwood, NJ

Assistant ReStore Manager

Join us in building strength, stability, and self-reliance through affordable homeownership in Bergen County.

Posted	Salary/Hourly Range	Deadline	Reports To
April 15, 2026	$22-$24 per hour	May 15, 2026	ReStore Manager

ABOUT HABITAT FOR HUMANITY OF BERGEN COUNTY

Habitat for Humanity of Bergen County (HFHBC) is committed to addressing the urgent need for affordable housing within Bergen County, New Jersey. Since 1994 HFHBC has worked to empower families through homeownership, critical home repairs, and neighborhood revitalization projects. We partner with local communities, volunteers, and donors to build safe, affordable homes that foster stability and self-reliance. Located in Westwood, NJ, our team focuses on creating sustainable housing solutions and building strong community bonds through volunteerism and support services. Join us in our mission to create a world where everyone has a decent place to live, right here in Bergen County.

ABOUT HABITAT BERGEN COUNTY RESTORE

Habitat for Humanity ReStore is a discount home improvement, furniture, and household goods store operated by Habitat for Humanity of Bergen County. ReStore inventory is comprised of mostly donated goods. The store is run by staff and volunteers. 100% of the profits from the sale of goods support affordable housing construction in Bergen County.

With **100+ homes built and repaired**, 1,000+ volunteers engaged, and 31 years of service, we are proud of the impact we have made and we are just getting started.

Our Mission

"To provide decent, affordable homes for hardworking Bergen County families."

POSITION SUMMARY

The Assistant Manager is responsible for managing the flow of merchandise coming into the store by pricing and stocking new items. They will primarily work on the sales floor and in the ReStore warehouse (non-climate controlled). The working hours for the position are Tuesday-Saturday 9:30am-6:30pm (occasional Mondays as

needed). The position will work closely with our staff and volunteers to drive sales, maintain a clean and presentable store, manage pricing, and monitor inventory turnover. The Assistant Manager will supervise 2-3 non-exempt part-time associates in the store as well as numerous volunteers.

KEY RESPONSIBILITIES

Sales Floor/Warehouse

- Research and price new items using web searches and general knowledge of the ReStore customer market.
- Ensure that all items are cleaned and repaired before they are sold on the floor.
- Load furniture and other large items into customer vehicles.
- Identify high value goods that can be sold online or through other alternative sales methods.
- Maintain an accurate cash drawer and complete frequent audits.
- Ring up customer purchases using a computerized Point of Sale system.
- Run Deposits to the bank.
- Open and close the store on a daily basis.
- Organize the sales floor to create a presentable appearance for customers.
- Adhere to all ReStore, OSHA, and HFHI safety standards while working in the store.
- Identify goods that need to be marked down or discarded to increase inventory turnover.
- Create a positive customer service atmosphere.
- Resolve customer/donor concerns in collaboration with the ReStore Manager.
- Maintain an organized warehouse and monitor flow of goods arriving and departing.
- Ensure that all customer purchases are picked up within 3 business days.
- Enter new purchased product into the POS system.
- Manage the store in the absence of the Store Manager.

Marketing

- Assist the Store Manager and Logistics Coordinator with social media and online postings.
- Respond to customer inquiries via online platforms.

Volunteers

- Create a welcoming and rewarding work environment for all volunteers.
- Assign tasks and responsibilities to volunteers to help run the store more efficiently.
- Train and orient new volunteers.

Donations

- Serve as a backup driver or rider on the ReStore donation truck when help is needed.
- Load and unload donations from trucks.
- Ensure that staff and volunteers are adhering to donation guidelines when helping donors at the loading dock.
- Assist the Logistics coordinator with screening of donation inquiries.

SUPERVISORY RESPONSIBILITIES

- 2-3 part-time ReStore Associates

Note: This is not an exhaustive list. Other duties may be assigned based on organizational need.

QUALIFICATIONS

Qualifications

- HS Diploma or equivalent
- Valid drivers license with access to personal transportation
- Ability to pass a DOT medical physical
- Ability to lift at least 50lbs on a regular basis.
- Ability to sit, kneel, bend, climb ladders, and stand for long periods of time.
- Ability to pass a lifting demonstration and technical skills test
- Proficiency in MS Office Suite (Outlook, Excel, Word)
- Excellent verbal and written communication skills (English required)
- Ability to operate a computerized Point of sale system
- Excellent online search and research skills to price new inventory.
- Excellent customer service skills

Commitment to Mission

All candidates must demonstrate a commitment to Habitat Bergen's mission and values. We welcome applicants from all backgrounds regardless of race, religion, nationality, or socioeconomic status.

WHY WORK AT HABITAT BERGEN

- Competitive salary commensurate with experience
- Health, dental, and vision insurance
- Paid time off and holidays
- Mission-driven work with real community impact
- Collaborative and inclusive workplace culture
- Employee discount at ReStore

Equal Opportunity Employer

Habitat for Humanity of Bergen County is an equal opportunity employer. We are committed to creating an inclusive environment for all employees.

HOW TO APPLY

Ready to Build Something Meaningful?

Submit your application by **May 15, 2026.** We look forward to hearing from you.

Email your resume to: careers@habitatbergen.org with “Assistant ReStore Application” in the subject line.