

## Our Towns Habitat for Humanity Job Description

<b>Job Title:</b>	Salvage Manager	<b>Department:</b>	ReStores
<b>Manager:</b>	ReStore Director	<b>FLSA:</b>	Exempt
<b>Approved By:</b>		<b>Approval Date</b>	

**Summary:**

The Salvage Manager is responsible for the Salvage program from cultivation of donations through final placement on the ReStores sales floor. This includes estimation, hands on deconstruction, gather and transporting materials for resale. Operates in accordance with policies, procedures, and the philosophy of Our Towns Habitat for Humanity Board of Directors.

**Our Towns Habitat’s Expectations of All ReStore Employees:**

Projects a positive and respectful attitude that represents Our Towns Habitat in a positive manner within the community at large and maintains a professional and respectful attitude when interacting with employees, customers, donors, volunteers and the public.

Obtains a working knowledge of and comply with all policies and procedures, including but not limited to, Human Resources Policies and Procedures and the ReStore Standard Operating Procedures.

Reports to work at scheduled times and maintains acceptable attendance records as outlined in Team Member Handbook.

**Essential Duties and Responsibilities: *include the following. Other duties may be assigned.***

- Promotes and works cooperatively, collaboratively and with flexibility with others in the Affiliate. Makes valued contributions to the outputs of others to assist team members or projects to achieve the required objectives.
- Lay the groundwork for a profitable salvage business by:
  - developing a working budget
  - developing a contact list
  - making cold calls to local contractors doing remodels, cabinet designers at home improvement centers, and any other applicable business
  - attending/making presentations to various organizations to increase salvage awareness and donations
  - creating/maintaining a database of contacts
- Schedule and personally performs salvage work on site on a regular basis, including hands on deconstruction
- Ensures a professional, personable and efficient donor experience
- As needed, supervise team members which assist with the salvage process which will include paid staff, volunteers, and independent contractors.
- Responsible for visiting all worksites after the initial call to determine size, scope, profitability to determines the feasibility of each project
- Create monthly reports of all jobs completed and cost vs. profit from previous jobs
- Reports on items removed from donor’s home
- Creates and maintains a clean, safe working environment within the donor’s home

**Other Duties and Responsibilities:**

- Assists with loading/unloading materials as needed.
- Assists with placement of donations on the ReStore floor as needed

- Performs other duties as assigned and reasonably within the scope of duties enumerated above.

**Supervisory Responsibilities:** *Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include recruiting, selecting, orienting and training employees. Accomplishes staff job results by coaching, counseling, and disciplining employees; planning, monitoring and appraising job results; conducting training; implementing and enforcing policies and procedures. Develops schedules; assigning and monitoring work; implementing productivity standards, resolving operations problems, implementing new procedures.*

This position supervises the Salvage Assistant and any independent contractors as needed

**QUALIFICATIONS:**

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**Education and/or Experience:**

High school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience.

**Language Skills:**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

**Math Skills:**

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

**Reasoning Ability:**

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables

**Certificates, Licenses and Registrations:**

Valid NC Drivers License

**Other Skills, Abilities and Qualifications:**

- Two years construction, cabinetry, and/or experience with appliances is preferred
- Previous experience driving larger box trucks is preferred
- Previous supervisory experience is preferred
- Must have excellent communication skills
- Excellent customer service skills
- Ability to use basic construction tools and processes

**Employment Conditional upon the Results of the Following:**

- Criminal background check to include: NC statewide criminal, nationwide record indicator, national sex offender registry and social security alert.
- Pre-employment drug screen.

- Acceptable driving record per Affiliate insurance policy requirements.

**Physical Demands:** *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Regularly: stand; walk; use hands, fingers, handle, feel; reach with hands and arms; talk or hear  
 Frequently: sit; climb or balance; stoop, kneel, crouch, crawl

Lifting requirements include: regularly up to 25 pounds, frequently over 100 pounds with assistance

Vision requirements: close and distance vision; peripheral vision; depth perception and the ability to adjust focus.

**Work Environment:** *The work environment characteristics described here are representative of those an employee may encounter while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Frequently is exposed to: work in high, precarious places; fumes or airborne particles; outdoor weather conditions; risk of electrical shock; vibration.

Occasionally is exposed to: toxic or caustic chemicals.

The noise level is loud.

<b>Reviewed By:</b>			
Employee Signature:		Date:	
Print Employee Name:			
Manager Signature:		Date:	
Print Manager Name:			