



Vision: A world where everyone has a decent place to live.

Mission: Seeking to put God's love into action, Habitat for Humanity brings people together to build homes, communities and hope.

JOB TITLE: **Cashier**

REPORTS TO: Sales Floor Supervisor/ Assistant Manager/ ReStore Director

STATUS: Part time / non-exempt (hourly)

PRIMARY PURPOSE: This position is responsible for providing excellent customer service while facilitating the register operations to customers in the Habitat for Humanity ReStore. The position also serves as the first person the public comes into contact with when they visit or call the ReStore.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Cashiering

- Maintain a balanced register with strict attention to details
- Maintain a general understanding of product on hand and pricing
- Assist trainees in learning cash handling skills and register training
- Create a lasting and positive impression with all customers, volunteers, and trainees
- Be able to communicate all ReStore and Habitat for Humanity policies and goals to the public
- Problem solve as needed to insure a positive customer experience
- Open and close the store following daily ReStore procedures

Customer Service & Support

- Greet customers to the ReStore, direct them as needed to appropriate volunteers or staff.
- Answer multi-line phone, assessing needs answering questions about both the ReStore operations and Habitat for Humanity.
- Make recommendations on how to improve the effectiveness of the ReStore and implement recommendations as authorized.
- Provide administrative support to the ReStore Director as needed.
- Provide support with special projects as needed.
- Work with and assist other ReStore staff in support of the ReStore mission and goals.

OTHER DUTIES AND RESPONSIBILITIES

All employees are expected to maintain the attitudes described in the mission statement. Work well with other employees, board members and volunteers to further the goals of the program

MINIMUM QUALIFICATIONS, EXPERIENCE OR REQUIREMENTS

Applicant must be able to work effectively with minimal supervision. Working knowledge of the following programs needed: Microsoft Word and Excel. Retail experience or knowledge of building materials and pricing a plus. This position requires manual lifting in the range of 5 to 60 lbs. Employee may be required to stand a significant portion of all shifts.

ATTENDANCE & TIME

This is a 20-hour per week position. Additional hours, not to exceed 30 hours a week total, may be required. Applicant must be available to work weekends. Compliance with general company standards is expected.

PHYSICAL DEMANDS

Below refers to the type, amount, and frequency of physical effort typically required to perform the essential functions of this job acceptably

A. The physical effort typically applied in this job includes:

- | | | | |
|--|---|--|---|
| <input checked="" type="checkbox"/> Lifting | <input type="checkbox"/> Pulling | <input checked="" type="checkbox"/> Reaching | <input type="checkbox"/> Filing |
| <input checked="" type="checkbox"/> Carrying | <input checked="" type="checkbox"/> Pushing | <input type="checkbox"/> Shoveling | <input checked="" type="checkbox"/> Keying/typing |
| <input type="checkbox"/> Manipulating | <input type="checkbox"/> Other (specify) | | |

B. The amount of effort typically applied and the frequency of application:

Note: Applicants must be able to meet the effort indicated in 'Frequency of Application' box.

Amount of Effort Applied	Frequency of Application		
	Seldom	Occasionally	Frequently
Less than 1 lb.			X
Between 1 & 5 lbs.			X
Between 5 & 25 lbs.			X
Between 25 & 60 lbs.		X	
More than 60 lbs.		X	

C. The effort reflected in the above chart is typically applied in the following work positions:

- | | | | |
|-----------------------------------|--|--|----------------------------------|
| <input type="checkbox"/> Sitting | <input checked="" type="checkbox"/> Standing | <input type="checkbox"/> Bending | <input type="checkbox"/> Walking |
| <input type="checkbox"/> Stooping | <input type="checkbox"/> Confined | <input type="checkbox"/> Other (specify) | |

WORKING CONDITIONS

Kinds of disagreeable elements typically exposed to in the work area include:

- | | | | |
|--|--|--|------------------------------------|
| <input checked="" type="checkbox"/> Dust | <input checked="" type="checkbox"/> Dirt | <input checked="" type="checkbox"/> Heat | <input type="checkbox"/> Vibration |
| <input type="checkbox"/> Fumes | <input type="checkbox"/> Noise | <input checked="" type="checkbox"/> Cold | <input type="checkbox"/> Water |
| <input type="checkbox"/> Other (specify) | | | |

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NOTE: This job description is intended as a guideline only, and does not limit in any way the duties or responsibilities of any employee. Nothing herein shall be constructed as a contract of employment, expressed or implied. All employment is terminable at will, with or without cause.

<i>Immediate Supervisor</i>	<i>Employee</i>
<i>Date</i>	<i>Date</i>

1/12/2017