ReStore Cashier- Downtown Part Time

Job Description

Cape Fear Habitat for Humanity is an ecumenical Christian housing ministry, dedicated to eliminating substandard housing and creating affordable homeownership opportunities. This mission is dedicated to a process of mutual help and respect, involving community volunteers and those with housing needs working in partnership. In this environment, employees may be required to work during non­traditional business hours when needed.

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| Date Revised: | 1/1/2016 |
| Job Title: | ReStore Cashier - Downtown (Part-Time) |
| Reports to: | ReStore Manager |
| Work Hours: | Cashier will work variously scheduled hours not more than 20 hours a week  Operational Hours Mon thru Sat. 8:30 am to 5:00 pm |
| Exemption Status: | Non-Exempt |

**Responsibilities:**

The ReStore Cashier ensures that buyers and donors receive professional, timely, and efficient service. The cashier ensures that all point of sale transactions are recorded, purchases are bagged, and shelves are organized and merchandise maintained. Reporting to Store Manager the cashier works with other staff members to ensure front of store is open and inviting to all customers.

This job description should not be construed to imply that the requirements listed are the exclusive standards of the position. The ReStore Manager reserves the right to assign or delegate other tasks as necessary. Duties include:

**Duties**

* Represents Habitat ReStore in a professional manner when dealing with buyers, donors, volunteers, fellow staff members, and the general public
  + In person and over phone
* Provide excellent Customer Service by greeting/assisting customers while shopping in the ReStore
  + Answer customer questions and provide information on stores policies and procedures
* Operate a Cape Fear Habitat for Humanity Point of Sale Register
* Open, close and verify cash in register
* Accurately complete all sales transactions and maintain proper cash accountabilities during shift
* Issue receipts, refunds, credits and/or change due to customers
* Label goods as sold/carryout/sale-pending
* Stocks and maintains merchandise in store, adequately and safely
* Help maintain a clean, well-organized store and facilitate a safe and secure working and shopping environment
* Encourages volunteer program success by contributing to a positive, supportive atmosphere and encouraging volunteer engagement
* Any other assignment deemed necessary by ReStore management

**Requirements**

* Knowledge of basic cash handling is a plus, but not necessary
* Excellent customer service skills
* High School graduate or higher
* Basic mathematical skills
* Must be able to lift 40+ lbs., stand, squat, bend, walk, and climb on a consistent basis
* Ability to relate to people with diverse backgrounds
* Be committed to the Cape Fear Habitat for Humanity’s mission
* Meet all deadlines agreed upon by with the immediate manager
* Ability to pass background check and drug screening

Benefits available include vacation, holiday pay and 401(k) plan.

Submit application or resume and cover letter to [restoreapplication@capefearhabitat.org](mailto:restoreapplication@capefearhabitat.org)