

## **JOB DESCRIPTION**

### **ReStore Cashier**

REPORTS TO: ReStore Manager

FLSA STATUS: Non-Exempt / Part-Time

Hourly Pay: \$18

### **POSITION SUMMARY**

Under the supervision of the ReStore Manager this position assists with a wide variety of tasks to support the Habitat Greater Fresno Area ReStore. The employee will receive training as part of performing each aspect of the cashier position at the ReStore. Alongside other employees, the position ensures that ReStore clients, shoppers, donors and volunteers have a positive experience in alignment with the mission and vision of Habitat for Humanity Greater Fresno Area (HFHGFA.)

### **ESSENTIAL DUTIES & RESPONSIBILITIES**

- Welcoming customers, answering questions, helping locate items, and providing advice or recommendations.
- Operating scanners, cash registers, scales, and other electronics needed during the checkout process.
- Accepting payments, ensuring all prices and quantities are accurate, and providing a receipt to every customer.
- Opening and closing cash registers using designated equipment.
- Following all financial policies and procedures as trained.
- Bagging or wrapping purchases to ensure safe transport.
- Utilizing strong knowledge on pricing methodology, inventory, general operating procedures and monthly/seasonal sales coupons, sales, etc.
- Answering all phone inquiries following Habitat for Humanity Greater Fresno Area's phone etiquette, taking messages and forward to relevant parties.
- Using strong knowledge on Habitat for Humanity Greater Fresno Area ReStore Donation Guidelines.
- Coordinating, managing and delegating volunteers as needed.
- Upkeeping of clean workspace and behind-the-register areas by organizing space on racks, counters and cabinets, emptying trash as well as sweeping and mopping
- Coordinating volunteers to monitor the go-back carts to ensure timely return of the merchandise to designated areas
- Provide assistance to incoming donors, provide donation receipts as needed.
- Pricing and stocking nearby merchandise such as snacks/drinks/popcorn when slow traffic.
- Implementing appropriate OSHA and Cal OSHA safety guidelines as trained upon.

### **OTHER RELATED DUTIES**

- Support the work of other HFHGFA departments as requested.
- Attend and participate in HFHGFA meetings, training workshops/webinars, and events as requested.
- Other projects and duties assigned by a supervisor.

NOTE: These statements are intended to describe the general nature and level of work being performed by employees in this position, and are not to be construed as an exhaustive list. In addition, they do not establish an employment contract, as employment with Habitat for Humanity Greater Fresno Area is always at-will.

## ORGANIZATIONAL ACCOUNTABILITIES

- Mission and Vision: Shares in and displays a commitment to the mission of Habitat for Humanity International and HFHGFA: *Seeking to put God's love into action, Habitat for Humanity brings people together to build homes, communities and hope.* Our vision is *a world where everyone has a decent place to live.* Actions and decision-making exemplify our mission and vision, and are in the best interests of the company, employees, volunteers, and the community we serve.
- Integrity and Trust: Is widely trusted and seen as truthful; presents the facts in an appropriate and professional manner; keeps confidences; admits mistakes; doesn't misrepresent him/herself for personal gain.
- Teamwork: Demonstrates ability to work harmoniously with others to get a job done. Attitude promotes a positive work environment; respects others; avoids gossip; effectively resolves issues and conflicts. Communicates with team members and volunteers in a positive manner and provides constructive suggestions to improve team performance.
- Professionalism: Maintains the necessary level of professional knowledge and technical proficiency to fully perform all job requirements. Identifies growth opportunities and takes initiative to increase competency. Maintains standards of confidentiality relating to customer, volunteer, and company information.
- Planning/Time Management: Acts in a self-directed manner; takes action before being directed by others or forced by events. Sets priorities and manages time effectively to meet deadlines and follow through on commitments. Identifies potential problems and opportunities and works with supervisor to plan contingent actions, as appropriate.
- Safety and Security: Performs all duties in accordance with company policies and procedures for safety and security including Cal/OSHA and other applicable state and local regulations.
- Attendance and Reliability: Consistently adheres to scheduled work hours, and is flexible to change work hours when requested. Follows established procedures for reporting absences and requesting time off.

## QUALIFICATIONS

### Education and Experience

- High school diploma or General Education Degree (GED) preferred.
- Prior retail experience is a plus but not required. Training will be provided.
- Valid CA Driver's License.

### Knowledge, Skills and Abilities

- A knowledge of, and commitment to, the mission Habitat for Humanity the ReStore program.
- Professional interpersonal and communication skills.
- The ability to operate a POS system.
- Strong attention to detail and problem-solving skills.
- Ability to take direction and complete assignments with minimum or no supervision.
- Ability to maintain a calm, courteous demeanor in a fast-moving work environment.
- Ability to interact with a wide variety of personalities with professionalism, respect and compassion.

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- Strong verbal and written English skills.
- Ability to work on weekends
- Bilingual skills a plus.

## PHYSICAL REQUIREMENTS

*The physical requirements 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.*

- While performing the duties of this job, the employee is regularly required to stand for extended periods of time, walk, sit; stoop and kneel; bend and squat occasionally.
- The employee may be required to lift materials and supplies, occasionally weighing up to 30 pounds. Ensure team lift of any items heavier than 30 pounds.
- Specific vision abilities required by this job include close vision, depth perception and ability to adjust focus, and visual acuity sufficient to read a computer screen and paper documents.
- Hearing abilities required for telephone and in-person conversation with shoppers, volunteers, coworkers, and third parties.

## WORK ENVIRONMENT

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

- The position primarily functions in a warehouse with some exposure to hazards like slips and falls, exposure to chemicals, and potential for injuries from sharp objects.
- The employee has extensive use of monitors and other standard office equipment.
- The noise level in the work environment is usually moderate but may occasionally be high due to background music and store activities.
- The employee is exposed to high and low temperatures.

## ACKNOWLEDGEMENT

I have read and understand and agree to the responsibilities and requirements of the job. I further understand that the duties and responsibilities listed above describe the general nature of the job and are subject to change or modification with or without notice. My supervisor or the CEO may add, delete, assign, transfer or alter duties as necessary or deemed appropriate.

Employee Name: \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

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