

Habitat For Humanity Greater Cincinnati

Position: Key Carrier Associate

Type: Hourly, Part-Time

Manages Others: No

Reports To: ReStore Manager

Position Summary

This position is responsible for opening and closing the store. The Key Carrier is knowledgeable of merchandise, pricing, and location to assist and cash out customers. This position also helps process all incoming donations to get them ready for sale.

Position Responsibilities

- Responsible to open and close the store safely and according to procedures
- Operate the store's Point of Sale system (cash register) including operating a computer and credit card machine
- Ensure all money is kept secure
- Follow all procedures to clean and sort donated items
- Follow the pricing guide and make sure that all items are priced correctly before placing merchandise on the sales floor
- After items have been processed, move them to the sales floor/stock shelves
- Be familiar and knowledgeable of merchandise on the sales floor or in inventory to assist customers
- Assist in keeping store and dock areas clean and neat
- Help supervise and direct volunteers to provide them with a good experience

Qualifications

- High school degree or equivalent
- Minimum one-year work experience as a cashier
- Ability to stand & walk the majority of the work shift
- Must be able to lift up to 30 pounds
- Possesses basic math, counting, calculator and computer skills
- Excellent communication and interpersonal skills
- Possess excellent customer service and time management skills

We are an equal opportunity employer

LIMITATIONS AND DISCLAIMER

The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position.

All job requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform other job-related duties requested by their supervisor in compliance with Federal and State Laws.

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the employee must possess the abilities or aptitudes to perform each duty proficiently. Continued employment remains on an "at-will" basis.