

Habitat For Humanity Greater Cincinnati

Position: Restore Cashier Associate
Type: Part-Time/Hourly
Manages Others: No
Reports To: ReStore Manager

Position Summary

This position is responsible for assisting front register operations. Have knowledge of product prices, features, discounts, and policies to provide excellent customer service. The Cashier supports customers at point of sale to ensure a positive shopping experience. This position also assists in the maintenance of the register area and preparing/moving items to the sales floor.

Position Responsibilities

Register Area (80%)

- Processes sales transactions using internal system, including credit transactions requiring the operation of a computer and credit card machine
- Responsible for opening and closing procedures of the cash register
- Be knowledgeable of product prices, discounts and policies to answer customer questions in person and over the phone
- Issue receipts, hold tags, sold tags, and appliance warranties as needed
- Handle all customer credit card information, sales data, and donor information confidentiality
- Greet customers
- Keep all areas clear and free of safety hazards
- Daily straightening and store maintenance
- Other duties as assigned

Receiving (20%)

- Clean and sort donated items in our thrift store
- Price all items appropriately using internal guidelines
- Move items to sales floor/stock shelves
- Assist in keeping store & dock areas clean & neat
- Other duties as assigned

Qualifications

- High school degree or equivalent
- Minimum one year work experience as a cashier
- Ability to stand and walk the majority of the work shift
- Possesses basic math, counting, calculator and computer skills
- Must be able to lift up to 30 pounds
- 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.