

Job Description

ReStore Cashier

This position is responsible for the cash register, customer service, and front of store duties of the ReStore. The ReStore mission is to generate revenue through the sale of donated building materials and household items to support Habitat for Humanity of Greater Pittsburgh's operating budget. Through its efforts, the ReStore facilitates recycling, minimizes landfill waste, provides low-cost home improvement items, and increases Habitat's visibility in our community.

REPORTS TO:

ReStore Manager

ESSENTIAL JOB FUNCTIONS

- Process customer sales transactions
- Will assist with Customer Service when not performing cashier duties. This includes wrapping and bagging customer purchases, price checking, tagging purchases with sold ticket, working with volunteers on front end showroom floor, moving large items between the sales floor and the receiving area, and any other necessary duties.
- Performing excellent customer service at all times.
- Assist in reception duties by answering incoming telephone calls and assisting the customer with their questions and concerns. Daily knowledge of products available for sale. Answer inventory questions on incoming calls concerning availability of merchandise and customer queries
- Relay both negative and positive customer comments to the ReStore Manager. Be aware of pricing issues and any other conflict that may occur.
- Run end of day register reports and provide drawer and reports to manager for end of day count
- Understanding and compliance of ReStore Manual (Policies and Procedures) as well as the Cashier Manual.
- Be respectful of others while understanding Business and Employee Laws such as discrimination, sexual harassment, theft procedures, safety procedures, etc.

QUALIFICATIONS & SKILLS

- Support of Habitat for Humanity's Mission
- Required Skills/Experience
 - Cash register operations
 - Knowledge of register closing procedures and balancing cash drawers to daily reports
 - Ability to lift up to 50 pounds several times daily
 - Ability to work with a wide variety of people, including volunteers with differing levels of motivation, experience and from different races, faiths and backgrounds
 - Friendly and courteous with excellent customer service skills
 - Excellent communication and telephone skills

- Pays attention to detail and organization
- Understanding all safety procedures
- Ability to adapt to ever changing situations while maintaining a positive attitude

PAY RATE & HOURS

Pay range: \$9.50 per hour

Category: Non-exempt, hourly at 30 hours per week

Standard hours: Tues-Fri 10:30-5, Sat 9:30-4

*There may be an occasion when it is necessary to perform the job and other surrounding duties that require more than the 30 part-time hours. These occasions are limited and need prior approval from the ReStore Manager.

In accordance with the Americans with Disabilities Act, this position:

- Requires the physical ability to sit, walk and or stand for prolonged periods of time. This individual must also have the use of all senses, to include, but not limited to sight, hearing, smell and taste while possessing the ability to stand, stoop, bend, grasp and or hold. All qualified applicants will receive consideration for employment without regard to race, color, age, religion, sex, marital status, national origin or disability.

PHYSICAL DEMANDS:

The physical demands 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. All qualified applicants will receive consideration for employment without regard to race, color, age, religion, sex, marital status, national origin or disability.

While performing the duties of this job, the employee is regularly required to sit, walk and or stand for prolonged periods of time. This individual must also have the use of all senses, to include, but not limited to sight, hearing, smell and taste while possessing the ability to stand, stoop, bend, grasp and or hold.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those the 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.

Duties are performed in both indoors and outdoors environment. The noise level in the work environment is usually moderate to loud.