



Job Opportunity

Part-time Cashier (Lawrence) – 25 Hours/Week, must be able to work Saturdays
2108 W. 27th Street Suite C, Lawrence, KS 66047

Job Description

Full Job Description:

The ReStore is both fun and important work - an interesting place where donations of building materials and household goods arrive every day. The funds generated in the ReStore support Lawrence Habitat for Humanity's mission to provide affordable housing to people in Douglas & Jefferson County while also keeping good, usable material from entering the landfill. Having the most contact with our customers, this Cashier position has an essential role in the success of our organization.

Cashier Duties and Responsibilities:

- Greet customers coming into and exiting the ReStore.
- Sign in/Out volunteers
- Operates cash register and credit card device for customers' purchases accurately.
- Answer incoming phone calls, takes messages and direct calls to proper individual. Check voicemail and return calls between customers
- Familiar with Google Sheets to schedule donation drop offs and pickups
- Responsible for accurate money transactions. Closes out register and fills out forms accurately.
- Ensures customer's purchasing items with warranty and/or items being held for pick up are given accurate information and paperwork.
- Will price materials following guidelines set by store management using price book.
- Excellent communication skills and willingness to complete training and work with team to increase customer satisfaction and sales. We emphasize that applicant must be able to work with co-workers, volunteers, and management in a positive team atmosphere.
- Keeps area neat and clean. Vacuums rugs, sweeps, ensure area is not cluttered.
- Become knowledgeable on ReStore Operations, Prices, etc. In order to assist customers.

Cashier Duties and Responsibilities (As Needed) ☞

- Will provide tasks, training and supervision to volunteers & community service workers as needed. Emphasis put on being able to work well with others and to utilize them consistently on a daily basis.
- Will perform other duties as directed by management.