



## **Lawrence Habitat ReStore Cashier - 20-28 Hour Position**

### **Job Description:**

The ReStore is both fun and important work - an interesting place where donations of furniture, building materials and household goods arrive every day. The funds generated in the ReStore support Lawrence Habitat for Humanity's mission to build and repair affordable housing in Douglas 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.

### **Qualifications:**

- Retail Experience (highly preferred)
- Customer Service (highly preferred)
- Must be able to multi-task and prioritize duties
- Must have basic technology knowledge
- Must have reliable transportation
- Ability to pass a background check, must be 18+ years old
- Must have Saturday availability
- Must be able to stand for long periods and lift 25+ pounds

### **Cashier Duties and Responsibilities:**

- Greet customers coming into and exiting the ReStore
- Complete opening and closing procedures, including picking up and dropping off deposits.
- Sign in/Out volunteers
- Operates cash register and credit card device for customers' purchases accurately.
- Answer incoming phone calls, takes messages and directs calls.
- 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.
- 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.
- 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.