

Houston County Habitat ReStore Cashier Job Description

Houston County (HoCo) Habitat for Humanity is an affiliate of Habitat for Humanity International. As a Christian organization, our vision is to provide decent, affordable homes in a community where poverty is unacceptable. The mission is to seek to put God's love into action by bringing people together to build homes, communities, and hope.

RESPONSIBILITIES

The Cashier position is an entry-level, frontline position for your establishment. "Frontline" refers to their position as brand ambassadors who interact directly with your customers. The opportunity to deliver great customer service and make a good impression is in their hands.

- The ReStore Cashier is responsible for providing daily cashier and clerical support to the Habitat ReStore.
- Count money in cash drawers at the beginning of shifts to ensure that accounts are correct and that there is adequate change
- Handle daily cash transactions with customers
- Receive payment by cash, credit cards or charge due to customers
- Scan goods and collect payments
- Issue receipts, refunds, change or tickets
- Redeem stamps and coupons if applicable
- Make sales referrals, cross-sell products and introduce new ones
- Resolve customer complaints, guide them and provide relevant information
- Greet customers when entering or leaving establishments
- Maintain clean and orderly checkout areas
- Keep reports of all transactions
- Bag, box or wrap packages
- Pleasantly deal with customers to ensure satisfaction
- Establish or identify prices of goods, services and tabulate bills using calculators, cash registers, or optical scanners.
- Sort, count, and wrap currency and coins.
- Offer customers carry-out service at the completion of transactions
- Count money in cash drawers at the close of shifts to ensure that accounts are correct, secure funds and complete required paperwork, and ensure that there is adequate change for next day transactions

Requirements

- Proven working experience in retail cashier or sales
- Basic PC knowledge and familiarity with electronic equipment (e.g. cash register, scanners, money counters etc)
- Strong communication and time management skills
- Customer satisfaction-oriented
- Attention to detail and mathematical skills
- Sales skills
- High school degree

Skills Needed

- Active Listening- Giving full attention to what other people are saying , taking time to understand the points made, asking questions as appropriate, and not interrupting at in appropriate times.
- Mathematics- using mathematics to solve problems.
- Speaking- Talking to others to convey information effectively.
- Instructing – Teaching others to do something.
- Social Perceptiveness – Being aware of others’ reactions and understanding why they react as they do.
- Service Orientation –Actively looking for ways to help our customers

MINIMUM JOB REQUIREMENTS

Education – High school graduate or equivalent

Experience – Two years general cashier experience required. Previous nonprofit experience and a familiarity with Habitat preferred. Computer literacy to include: Microsoft Word, Excel and PowerPoint

Skills -Possess excellent organizational and technological skills. Possess unbridled enthusiasm and contagious passion for the Habitat mission.

Location: Warner Robins, GA serving Houston County (Warner Robins & Perry, GA)

Reports to: Executive Director

Status: Part-time - **24 hours a week**

Salary: **\$8.00 per hour**