

HABITAT FOR HUMANITY OF KITSAP COUNTY

VOLUNTEER JOB DESCRIPTION

CASHIER – BUILDERS BARGAINS RETAIL STORE

GENERAL STATEMENT:

The Cashier is a volunteer position responsible for the processing and accepting of payments for purchase of items, answering general questions about the store and merchandise, welcoming customers to the store and assisting customers. The volunteer must be willing to adhere to and express the mission of Habitat for Humanity and maintain a Christian working atmosphere.

Detailed instructions are given at each new assignment. As the person becomes familiar with procedures, more unsupervised judgment and decision making duties are given. Their work is subject to review as needed by the Store Manager. Adherence to the Habitat for Humanity of Kitsap County policies and procedures is required.

EXAMPLES OF DUTIES:

- Operate a cash register to document sale of merchandise. Refer to established pricing schedules and office records to verify pricing.
- Process cash, credit card and check transactions, following established procedures for each type of sale.
- Maintain and balance cash drawer at the end of each day.
- Keep up to date on methods of pricing, inventory and procedures.
- Greet customers, answer questions and provide assistance as needed.
- Answer telephone and provide store information, directions, etc. to callers.
- Maintain orderly and clean purchase and showroom areas.
- Apply pricing stickers to merchandise following pricing procedures.
- Direct pricing and operation questions to Store Manager or designated staff.
- Regularly communicate with Store Manager regarding sales issues and problems.
- Recommend new/better methods of completing assigned tasks as needed.

WORKING ENVIRONMENT:

Work is performed in a retail/warehouse environment and requires the ability to operate a cash register and accurately make change.

MINIMUM QUALIFICATIONS:

Experience working in a retail store environment is desirable. The volunteer must have strong customer service and interpersonal skills, and have the ability to make change and operate a cash register.

The volunteer must be dedicated to Habitat for Humanity of Kitsap County's Mission, and willing to work closely with all staff.