



Job Title: ReStore Cashier

Habitat for Humanity of Lincoln builds strength, stability, self-reliance and shelter. We believe everyone deserves a decent place to live.

Habitat Lincoln is one of more than 1,300 local affiliates of Habitat for Humanity International. We are locally governed by a board of directors and have a team of 11 staff. Celebrating our 30th anniversary in 2018, we are poised for significant growth over the next five years. We have built more than 150 homes in Lancaster County and have funded more than 130 housing solutions globally. Our Habitat ReStore is three years old and is experiencing record sales in support of our organization. This year, our ReStore will sponsor an entire home build project. Talk about a direct contribution to our mission!

Summary: The ReStore cashier works at the sales counter and throughout the sales floor to assist customers through the selection, purchase, and donation processes. ReStore cashiers are expected to complete all transactions in an accurate, efficient, and friendly manner. Cashiers must be personable and have a positive attitude. Cashiers also assist in preparing items for display by cleaning, testing, and pricing them prior to placing on the sales floor. Cashiers are also the primary phone operators, assisting callers with general store and donations questions, as well as scheduling free donation pick-ups through our donation scheduling software.

Time Commitment: This position is part-time. Approximately 25 hours per week, Tuesday through Saturday. Actual schedule varies based on needs of the store and cross scheduling with the other part-time cashier.

Direct Supervisor: This position reports to the ReStore Manager and/or ReStore Assistant Manager.

Qualifications:

- Computer knowledgeable; including Microsoft Office, calendar and scheduling programs, and point-of-sale and inventory systems
- Must be self-motivated, reliable and enthusiastic and enjoy working with people from diverse backgrounds
- Ability to handle and defuse challenging situations with tact; must have excellent communication and conflict resolution skills
- Commitment to a safe working environment
- Ability to provide leadership and supervision to volunteers while also having the ability to perform most tasks in the absence of other staff and volunteers
- Ability to operate office equipment, including computers, copiers, telephones, etc.
- Ability to lift at least 25 pounds unassisted
- Minimum of three years' work experience, preferably in a lead role
- Ability to speak Spanish a plus
- Prior money handling or cashiering experience preferred

Essential Responsibilities/Job Duties:

- Daily sales/cash register transactions, including opening and closing of cash register, money counting and reconciliation, and preparing bank deposits

- Greet arrive customers and donors
- Keep sales counter, sales floor and surrounding areas neat and organized
- Follow established procedures for customer sales and donations
- Work closely with store manager and other staff to ensure accuracy in all transactions
- Once established, assist in training others on the cash register and donation scheduling processes
- Answer incoming calls and assist callers with questions, transfer calls as needed, and assist with scheduling donation pick-ups
- Direct customers to appropriate areas of the store and assist as needed
- Assist with donation intake, including cleaning, testing, and pricing prior to moving items to the sales floor
- Check “hold” and “sold” signs to ensure compliance with store policy and make reminder calls as needed
- May be required to assist with online communication, including email and social media

Physical Demands: While performing duties of the job, the employee is regularly required to stand and walk for extended periods, use hands to handle and feel and reach with hands and arms. The employee is occasionally required to sit, climb or balance and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 25 pounds.

NOTE: The above list of duties, while specific to the position, is not exhaustive; it is possible that responsibilities may change or increase as deemed necessary to accomplish tasks and goals. This is not an employment contract.

Salary: \$9.00 per hour.

Benefits: Simple IRA plan with up to 3% match; ReStore discount.

How to Apply: To apply, please email a cover letter, resume, and list of three professional references with contact information to kmontgomery@lincolnhabitat.org. Please use “ReStore Cashier” in your subject line.

Application review will begin immediately and the position will remain open until filled.

Background check required.

Habitat for Humanity of Lincoln is an equal opportunity employer and seeks to employ and assign the best qualified personnel for all our positions in a manner that does not unlawfully discriminate against any person because of race, color, religion, gender, marital status, age, national origin, physical or mental disability, sexual orientation, veteran/reserve national guard status, or any other status or characteristic protected by law.