



Job Description

Job Title: ReStore Cashier

Type: Part time, Hourly, Non-Exempt

Salary: \$9.25/hr

Location: 5280 West 34th Street, Houston, TX 77092

ESSENTIAL DUTIES & RESPONSIBILITIES

- Accurately operates cash register, processes refunds, computes credit, issues receipts or tickets to customers and follows cash register procedures
- Prepare reports of transactions, as needed.
- Maintains check out area, as well as entire front area that can be seen from the cashier stand, in a neat and organized fashion
- Notifies management when register has excess cash that needs to be picked up
- Notifies management when register supplies are getting low and need to be ordered
- Answer customer's questions and provides information on Store policies on returns etc.
- Coordinates assistance for carrying large and heavy items to car in parking lot
- Knows merchandise location in store and maintains basic product knowledge
- **Ensures that each customer receives outstanding service by greeting and acknowledging customer in a timely fashion, maintaining outstanding standards and having basic product knowledge**
- When needed, answers phone promptly and with courtesy, then direct to proper destination
- Screen donation calls and gather proper information to determine if items may be acceptable then refer information to proper employee
- Performs administrative work and projects assigned by Manager On Duty

EDUCATION, EXPERIENCE & SKILLS REQUIRED

- Six months retail experience
- Must be computer literate
- Bilingual (Spanish/English) a plus
- Excellent communication skills, both verbal and written
- Ability to calculate figures and amounts such as discounts and percentages
- Ability to work under minimum supervision and takes responsibility for own actions
- Ethical conduct
- Good attendance and punctuality a MUST

PHYSICAL & ENVIRONMENTAL DEMANDS

- Must be able to stand, squat, bend, and climb ladder
- Must be able to lift up to 50 lbs., with possible extended time on feet
- Warehouse environment
- Occasional exposure to outside weather conditions (hot, humid, rain, and cold)

Expected Hours of Work

- ReStore schedule requires working on Saturdays
- **ReStore hours are 8:00am-5:00pm Monday-Saturday. Closed on Sunday.**

To apply for this position: Email your resume to: bbaildon@houstonhabitat.org

Please include the position title "Cashier" in the subject line.

No Phone Calls Please

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