



Volunteer Position Description

Job Title:	Volunteer Cashier	Commitment:	4 hours Weekly (Minimum)
Department:	ReStore	Reports to:	Store Manager
Location:	1901 Roane Street Richmond, VA 23222	Position Type:	Volunteer

Job Description

JOB PURPOSE:

This Volunteer provides outstanding customer service to ReStore customers while accurately ringing purchases through the cash register.

ESSENTIAL JOB FUNCTIONS:

- Accurately and efficiently operate cash registers, processing daily transactions and all documentation surrounding it, answering phones and taking messages, and assisting with the inventory of items
- Ensures each customer receives outstanding service by providing a courteous and professional interaction
- Maintains an awareness of all store promotions and advertisements
- Answers phones in an upbeat and respectful manner
- Adheres to all ReStore safety and dress code regulations
- Responds promptly to customer inquiries; escalates concerns to management when required
- Other duties as assigned

KNOWLEDGE/SKILLS/ABILITIES

- Belief in Habitat for Humanity's global, mission, principles and structure
- Ability to process information/merchandise through register
- Works well independently but can also work well in a group or as part of a team
- Ability to follow verbal and written instructions.
- Ability to lift and carry up to 20 lbs
- Ability to stand for extended periods of time

EXPERIENCE REQUIREMENTS:

- Previous cash handling experience required
- Ability to commit to at least one 4-hour shift per week
- Ability to successfully pass a Federal Background check and a National Sex Offender Registry check