

Assignment Title: CORE ReStore Volunteer - Cashier

Supervisor: ReStore staff

Major Responsibilities:

- Greet customers as they enter the ReStore
- Operate a Point Of Sale system
- Answer the phone
- Handle money
- Process paperwork for purchased items
- Keep the register area clean and organized
- Restock pamphlets, sold slips, and hold tags
- Clean off used hold tags and cabinet pricing sheets
- Price and restock returns and exchanges
- Call on overdue sold tickets
- Put barcode stickers on purchased items to be stocked
- Use proper radio etiquette to communicate with staff in store
- Represent Habitat Metro Denver in a positive and professional manner
- Be informed and current with Habitat news and the ReStore volunteer handbook

Time Commitment:

- Will work a designated shift time (10:00 AM-3:00 PM or 11:00 AM-4:00 PM)

Qualifications:

- Computer skills preferred
- Customer service skills
- Background check required

Training:

- Cashiers will be trained on POS, how to complete and file paperwork, and how to answer the phones

Service location for training:

- Littleton ReStore—7890 W Quincy Ave, Littleton, CO 80123

Impact:

- Cashiers engage positively with the community of staff, volunteers, customers, and donors to bring awareness and understanding about Habitat Metro Denver. CORE ReStore Volunteers are treated like staff members and enable our team to better serve the ReStore community.