



Assignment Title: ReStore Core Volunteer: Cashier Assistant

Supervisor: ReStore staff

Major Responsibilities:

- Greet customers as they enter the ReStore
- Operate the 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, hold tags, etc.
- Clean off used hold tags/cabinet pricing sheets
- Price and restock returns/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 for Humanity in a positive and professional manner
- Be informed and up-to-date with current Habitat news and the ReStore volunteer handbook

Time Commitment:

- Will work with volunteer team to determine schedule
- Core Volunteers commit to 15 hours or more per month
- Core Volunteers will help to train additional Core Volunteers as needed

Qualifications:

- Computer skills and comfort level preferred
- Customer service skills

Training:

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

Service Location for training:

- Volunteers will be placed at the ReStore most convenient to them
 - Denver ReStore
 - Littleton ReStore
 - Wheat Ridge ReStore
 - Aurora ReStore

Impact:

- Core Volunteers engage positively with the community of staff, volunteers, customers, and donors to bring awareness and understanding about Habitat for Humanity. All Core Volunteers serve in staff-like positions to enable the ReStore team to better serve the community.