



## *Cashier Volunteer Description*

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**SUPERVISOR:** ReStore Manager, Caln Twp.  
ReStore Manager, Kennett Square

**GENERAL SUMMARY:** A cashier volunteer is expected to complete transactions from seller to buyer in an efficient and friendly manner.

**Detailed instructions are given at each new assignment. As the volunteer becomes familiar with procedures, more unsupervised judgment and decision making duties are given. Performance will be reviewed as needed by the ReStore Manager.**

### **RESPONSIBILITIES:**

- Greet arriving customers
- Operate sales counter
- Operate cash register to document merchandise sales
- Follow established procedures for customer sales
- Respond to customer inquiries
- Assist with item pricing
- Answer & process phone calls as needed
- Direct customers to appropriate areas of the store
- Assist other volunteers as needed

### **QUALIFICATIONS**

- Must be comfortable handling money and operating cash register.
- Must be people-oriented, flexible, enthusiastic, and willing to advocate the mission of Habitat for Humanity of Chester County (HFHCC).
- Must have a professional demeanor and remain friendly and polite when faced with difficult customer situations.
- Must possess the ability to plan, organize and handle multiple functions simultaneously and communicate clearly and courteously, both verbally and in writing.
- Strong organizational and interpersonal skills are required.

### **SCHEDULE**

- 6 month – 1 year commitment

### **DAILY DETAILS**

- Minimum 1 day per week for 4 hours. Store hours are Tuesday through Friday 9:00 am to 6:00 pm. and Saturday from 9:00 a.m.-4:00 p.m.

**TRAINING PROVIDED**

- On-site training is provided and consists of an orientation, review of the Volunteer Manual, and hands-on training in action. A follow-up buddy system can be provided upon request until no further assistance is needed. On-going supervision and training will be provided as needed.

**BENEFITS TO VOLUNTEER:**

- Appreciation!
- Being part of the Habitat for Humanity of Chester County mission.
- Being part of the Habitat for Humanity of Chester County mission to support the construction of housing for low-income families by using, recycling, and selling building materials, housewares and furnishings donated by the community.
- Opportunity to interact with a variety of different people.
- Exercise
- ReStore discount (30%) with a 4 hour per week minimum commitment (All new product must be on the showroom floor for at least 24 hours for discount to be honored.)