



ReStore  
2400 W. 29th Street  
Greeley, CO 80631  
[www.GreeleyHabitat.org](http://www.GreeleyHabitat.org)

## **Warehouse Associate Cashier**

REPORTS TO: ReStore Manager, Restore Associate Director & Assistant Manager

DIRECT REPORTS: Volunteers

MISSION: Generate revenue, meet budgets and maintain profitability objectives in support of Greeley Area Habitat for Humanity operations through the acquisition, management, and marketing of ReStore products. Create positive visibility and face of Habitat in the local community, presenting the mission and scope of Habitat for Humanity International and its Affiliates.

POSITION SUMMARY: ReStore Warehouse Associate Cashiers are the first impression of the ReStore. A friendly demeanor as well as always advocating the Habitat mission is a necessity. Warehouse Associate Cashiers are responsible for transactions at the register, answering phones, aiding customers, pricing merchandise, and assisting on the floor when needed. The ReStore is an ever-changing entity. Staff needs to be able to adjust to the daily changes that could happen whether it will be with policies, store organization, or even staffing requirements. Warehouse Associate Cashiers must show excellent customer service skills and be able to multitask with the variety of occurrences that happen daily.

### **Operational**

- Handle cash and credit card transactions.
- Scan goods and collect payments.
- Issue receipts and aide in exchanges with manager's approval.
- Resolve customer complaints, guide them and provide relevant information. Anything that would require a manager's approval, please ask for a manager.
- Greet customers when entering or leaving establishments.
- Maintain clean and tidy checkout areas.
- Answer phones when not assisting a customer with a transaction.
- Take donation inquiries on the phone and in store.
- Enter inventoried items when need be.
- Bag, box or wrap packages.
- Pleasantly deal with customers to ensure satisfaction.
- Assist on the floor and/or in the donation receiving area when cash register is being run by another employee or manager.
- Any other tasks that may be assigned by management...

### **Staff & Volunteer Management**

- Aide in directing and managing volunteers in daily tasks as well as special assignments.

### **Required Skills and Experience**

- High School Diploma or GED.
- Prior cash handling/cashiering experience.
- Previous retail experience is a plus.
- Ability to stand and sit for long periods of time.
- Ability to lift a minimum of 40lbs unassisted daily.
- Pass a criminal background check.
- Must portray excellent customer service skills.

### **Competencies**

- Possessing a problem-solving mindset.
- Must have acute organizational skills
- Must be able to able to multitask.

The Greeley Weld Habitat for Humanity ReStore provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, The Greeley Weld Habitat for Humanity complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

**Applicants can pick up/submit an application from the Greeley-Weld Habitat for Humanity ReStore between the hours of 10 am - 3 pm Monday - Friday.**

**ReStore location is 2400 W. 29<sup>th</sup> Street, Greeley, CO 80631.**

***Please no phone calls.***