



**POSITION:** ReStore Cashier

**Palouse Habitat for Humanity ReStore Mission:** Generate revenue to support Palouse HFH's home build and repair programs, offer an affordable local option for home improvement materials, and promote the reduce-reuse-recycle culture in our community.

**Palouse Habitat for Humanity Mission:** Serving our neighbors in need by working to eliminate poverty housing on the Palouse and worldwide.

**Position Summary:** Provide excellent customer service. Maximize sales and provide excellent customer service. Adhere to organization standards, policies and procedures.

**Duties:**

- Ensure high level of donor, customer and volunteer satisfaction. Serve as an ambassador for the Habitat mission.
- Perform point of sale, sales floor and customer service duties.
- Process sales and handle cash with integrity and accuracy.
- Respond to ReStore telephone calls during the business day. Assist with screening donation inquiries.
- Follow policies and procedures for safety, quality standards and proper customer service protocol.
- Ensure all merchandise is handled and moved in a safe and effective manner.
- Keep all areas in and around the ReStore clean, clear and free of safety hazards.
- Seek assistance from fellow team members to move larger or heavier than normal items.
- Collect customer data on receipts or other documents as required by ReStore Manager.
- Attend and participate in ReStore staff meetings and training sessions.

**Requirements:**

- Experience with point-of-sale systems.
- Able to provide excellent customer service in a retail environment.
- Able to safely lift objects weighing 25 pounds or more on a repetitive basis, more with assistance.
- Physical ability to sit, walk, stand for most of the day while carrying out duties.
- Work well within a team and with the public.
- Strong communication skills. Ability to create a positive workplace atmosphere and cultivate positive donor and customer relationships.
- Self-starter with good attention to detail and follow through. Strong organizational skills.
- Flexible and adaptable given unexpected situations in the work environment.
- High School Diploma or equivalent.

Updated 9/24/24 JWP

- Valid Driver's License, strong driving record and reliable personal transportation.

**Preferred:**

- Experience working with volunteers.
- Knowledge of do-it-yourself crafting, home repair, construction, and/or renovation projects
- Experience with conflict resolution.
- Experience with non-profits.

**Position:**

- Part time, 8 – 20 hours per week
- Flexible schedule Tuesday – Saturday
  - Morning shift 9:30 AM – 1:30 PM
  - Afternoon shift 1:30 PM – 5:30 PM
- \$15/hour depending on experience.
- Location: 304 N. Main Street in Moscow
  - Store is closed most holidays and for a full week at Thanksgiving and Christmas.
- Reports to ReStore Manager

*Note: Palouse Habitat for Humanity is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, age, religion, sex, sexual orientation, marital status, national origin, or disability.*

Send cover letter and resume to: [store@palousehabitat.org](mailto:store@palousehabitat.org)