



1703 S. Saginaw Road
Midland, MI 48640
Phone: 989-496-0900
MIDLANDHABITAT.ORG

Job Title: ReStore Cashier

Hours: Approximately 30 hours per week, including two Saturdays a month

Reports To: Store Manager, Assistant Manager and/or Shift Supervisor

Location: Midland County Habitat for Humanity ReStore
1703 S Saginaw Rd, Midland, MI 48640

Phone: 989-835-6265

Email: laabs@midlandhabitat.org

MISSION: Seeking to put God's love into action, Habitat for Humanity brings people together to build homes, communities and hope.

JOB DESCRIPTION: Midland County Habitat for Humanity ReStore is looking for a part-time cashier/sales associate. Generally 30 hours per week, including two Saturdays a month. The successful candidate will handle transactions with customers and collect payments, keep reports of transactions. Experience in retail cashier or sales preferred, basic PC knowledge and familiarity with electronic equipment (e.g. cash register, scanners, etc.).

- Greet customers as they enter the store.
- Answer phone calls, scheduling donation pick ups and directing phone calls to appropriate party
- Understand and support all promotions and advertisements by verbally engaging the customer in the offer.
- Accurately and efficiently ring on register and maintain all cash at registers; issue receipts, refunds (when approved), process credit cards, and issue change due
- Maintain orderly appearance of register area and supplies stocked.
- Keep showroom clean and orderly
- Process donations for placement on the sales floor as necessary
- Perform other tasks as assigned from time to time by store management.
- Ability to understand and follow general and/or written instructions.
- Ability to work efficiently with others.
- Ensure a safe and positive environment for our customers and each other.

- **QUALIFICATIONS:** Applicant should have experience in a retail environment in either cashier, sales or back office.
- Commitment to service, excellence and customer satisfaction.
- Ability to process information and/or merchandise through register system.
- Ability to communicate with associates and customers.
- Solid team player with excellent interpersonal skills and a strong willingness to learn.
- Knowledge of retail computer systems, electronic cash registers, MS Word, and Excel a plus.
- Exceptional organizational ability, high attention to detail, and ability to multi-task.
- Ability and willingness to work flexible hours including evenings and weekends.
- Strong organizational skills.
- Ability to lift 50 lbs unaided
- Ability to stand and walk for extended periods of time and may bend, stoop, twist, and turn frequently.

APPLY: Please apply at the Midland County Habitat for Humanity ReStore, 1703 S. Saginaw Rd., Midland, MI or send resume to laabs@midlandhabitat.org . Applications close upon successful hire of a candidate.