Core ReStore Volunteer
Cashier Assistant Position Description

Supervisor and Department: ReStore Staff, ReStore Operations

Who You Are:
You are friendly and positive with a keen eye for attention to detail. You're most comfortable in jeans and a t-shirt, don't mind getting a little dusty, value repurposing, and thrive in an energetic environment. You want to be a part of a group of like-minded people that share similar values and look for an organization that welcomes everyone to be a part of the mission. You are seeking an opportunity to be part of something larger; more impactful. If this sounds like you, please allow us to introduce ourselves.

Who We Are:
Habitat for Humanity of Metro Denver (Habitat Metro Denver) is part of a global, nonprofit housing organization that seeks to put God's love into action by bringing people together to build homes, communities, and hope. Habitat for Humanity was founded on the conviction that everyone needs an affordable, healthy and stable place to live in dignity and safety, and that affordable housing should be a matter of conscience and action for all.

Habitat for Humanity's ReStores support Habitat's mission to build and preserve affordable homeownership opportunities in the Metro Denver area. The ReStores are home improvement outlets that sell donated building materials, home furnishings, appliances, and more at a discount to generate funds to support Habitat for Humanity.

To achieve our vision of a world where everyone has a decent place to live, Habitat Metro Denver builds, renovates and sells homes in partnership with low- and moderate-income families. The organization also works with existing low-income homeowners in formerly red-lined Denver neighborhoods to do critical home repairs. Throughout its 42-year history, Habitat Metro Denver has served more than 2,500 households and is the 8th largest producer in the Habitat U.S. network.

How We Succeed Together:
Habitat Metro Denver's **Cultural Blueprint** highlights the specific behaviors and mindsets that support our core values and guide day-to-day decisions, behaviors, and interactions of every person within our organization.

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General Description: Cashier Assistants utilize the Point-of-Sales register system to check customers out and process the paperwork needed for purchases, as well as price and restock returns/exchanges.

Major Responsibilities:

- Become a Habitat for Humanity ambassador to our donors, customers, and daily volunteers by embracing our Cultural Blueprint
- Operate the Point-of-Sales System
- Answer inquiries over the phone
- Process paperwork for purchased items
- Keep the register area clean and organized
- Restock pamphlets, sold slips, and hold tags
- Price and restock returns/exchanges
- Call customers about overdue sold tickets
- Barcode purchased items to be stocked
- Use proper radio etiquette to communicate with staff
- Represent Habitat for Humanity in a positive and professional manner

Time Commitment:

- Core Volunteers commit to 1 four-hour shift (or more) per week.
- Shifts are flexible during store hours: Tuesday - Sunday, 10am - 6pm

Knowledge, Skills, & Abilities:

- Excellent customer service skills
- Comfortable using computers and technology
- Basic math/money handling skills
- Comfortable working in a warehouse environment
- Ability to pass background check

Training:

- Habitat Orientation
- Trainings on Point-of-sales system, paperwork, and phone etiquette

Location: Volunteers will support the ReStore at their location of choice; Denver ReStore, Littleton ReStore, Arvada ReStore, Aurora ReStore.

Impact: Cashier Assistants ensure that customers can purchase items in a timely manner so that they have a positive experience in the ReStore. By positively engaging with the community of staff, volunteers, customers, and donors, Core ReStore Volunteers bring awareness and understanding about Habitat for Humanity to the community.

Benefits:

- ✓ Camaraderie with a welcoming team of staff and volunteers (including BBQ's/happy hours/formal recognition events)
- ✓ Habitat swag
- ✓ 25% off select items at the 4 Metro Denver Habitat ReStores
- ✓ Develop professional skills and leadership skills
- ✓ Scholarship towards a week-long Habitat Denver Global Village Trip after one year of service