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**JOB DESCRIPTION**

Position: ReStore Cashier

Department: ReStore

Supervision: ReStore volunteers

Status: Non-Exempt Full Time (including evenings & weekends)

**POSITION PURPOSE:**

Under the direction of the ReStore Manager and/or Lead Sales Associate, the ReStore Cashier provides excellent customer service on the front line in person, telephonically and electronically. Conducts sales and merchandising, routes, manages procurement and data and performs other administrative and ReStore duties as assigned.

The ReStore Cashier is expected to perform all responsibilities in a professional and ethical manner to achieve a safe and positive customer experience and ensure the continual improvement of the ReStore reputation, productivity, and profitability.

**ESSENTIAL FUNCTIONS:**

* Provide an excellent customer service experience.
* Conduct sales of product(s).
* Manages communication, truck routes and data to coordinate and track corporate and residential pickups of product for the ReStore Ambassadors to thank donors, arrive timely at scheduled pickup locations to return to truck for loading/unloading.
* Assist in merchandising and maintenance of the sales floor and facilities.
* Regular, dependable attendance is required.

**CORE DUTIES AND RESPONSIBILITIES**

* Provide an excellent customer service experience, conduct product sales, and assist in merchandising and maintenance of the sales floor and facilities.
* This position requires an individual who is willing and able to be a team player, resolve conflict, and make quality decisions.
* Responsible for cleanliness of the sales floor, bathrooms, windows, shelves
* Responsibly conduct all sales transactions.
* Answer phones in a timely manner.
* Ensuring cleaning of all donated and purchased product, pricing and reorganization of aisles and shelves to maintain clean and neat display of items.
* Assist in fundraising, communications and promotion of the ReStore in cooperation with affiliate team members and special projects.
* Other duties as may be assigned.

**EXPERIENCE AND QUALIFICATIONS**

* High School graduate or GED recipient is required.
* One (1) year basic cash handling experience, to include register opening and closing, reconciling daily receipts, and preparing bank deposits, is required.
* The ability to work independently in an organized fashion, in a fast-paced environment, and effectively manage multiple tasks, is required.

**CERTIFICATIONS, LICENSES AND REGISTRATIONS**

* Valid Florida Driver’s License
* Dependable transportation
* Satisfactory driving record

**PHYSICAL DEMANDS**

The position requires the physical ability to sit, walk, and/or stand for prolonged periods of time. S/he will also experience frequent bending, reaching, pushing, pulling, climbing, squatting, lifting and repetitive motion and must be able to lift and carry up to 50 pounds on an occasional basis.

While the ReStore is temperature controlled, some of the work may be performed in non-temperature-controlled and other adverse conditions.