

ReStore Cashier

Position Title: ReStore Cashier

Reports to: Director of ReStore Operations

Location: Bloomfield, CT and/or Vernon, CT

FLSA Status: Non-Exempt; Part Time (25 Hours/week)

Schedule:

Tuesdays: 09:00AM - 5:00PM

Thursdays: 10:00AM - 7:00PM

Saturdays: 09:00AM - 5:00PM

Compensation: \$17.50/Hour

Position Summary

The ReStore Cashier processes customer transactions accurately, handles cash and credit payments, provides friendly customer service, and helps maintain the store's appearance and organization. Key duties include operating the cash register, greeting customers, answering questions, processing donations, and ensuring cash handling integrity, while also assisting with stocking shelves and other retail operations to support the Habitat for Humanity of North Central Connecticut (HFHNCC) mission.

Location Requirements

- Primary work location will be Bloomfield; however, candidate must be able to work at either Bloomfield or Vernon Store locations based on staffing needs.
- Training to take place in Vernon for first two weeks

Key Responsibilities

Essential Customer Service Functions:

- Greet walk-in customers
- Assist customers, by phone or on the sales floor
- Ensure customers are assisted with purchases, as needed
- Maintain product knowledge and up-to-date information on sales events
- Consistently provide an exceptional level of both internal and external customer service

Cash Register Operations:

- Accurately and efficiently operate registers according to procedure
- Alert Manager of cash flow status according to procedure
- Maintain orderly appearance of register area and keep supplies stocked

ReStore Cashier Regularly Engages with:

- Habitat Staff
- Customers
- Volunteers

Qualifications & Experience

Required

- Excellent customer service and verbal communication skills
- Strong interpersonal skills; patience, kindness, resilience
- Proficiency with computers and Office 365 (Outlook, Word, Excel)
- Basic mathematical skills as needed to make change for customers
- Ability to complete documentation required for sale of merchandise
- Ability to operate available equipment, such as cash registers, calculators, or scanners
- Dependable transportation to work
- Positive, outgoing, and friendly personality

Physical Requirements

- Ability to stand for extended periods of time
- Ability to operate a cash register
- Ability to perform repetitive movements over long periods of time
- Ability to intermittently move and handle boxes, merchandise, and fixtures throughout the store and assist into customer vehicles; lifting at least 25-50 lbs., unassisted

Successful Team Members

- Work collaboratively and effectively as a team while supporting staff and volunteers
- Are willing to learn HFHNCC's products and services, and customer-related policies
- Maintain regular and reliable job attendance
- Adhere to Habitat's Code of Conduct policies and other policies
- Maintain a presentable appearance, including ReStore appropriate attire
- Enjoy meeting new people and making a difference in their community

About HFHNCC

HFHNCC seeks to build, create, and support affordable homeownership in Hartford & Tolland County. Since our inception in 1989, we have built over 350 homes and served more than a 1,500 individuals throughout our region. HFHNCC is able to create affordable homeownership opportunities through our unique model that conveys mortgages at 0% interest.

Our ReStore

The ReStore exists to support HFHNCC's overall mission by selling new, donated, and gently used building materials and home goods to the public for a fraction of the retail cost. Revenue generated at the ReStore helps to fund the construction of affordable homes, and promotes community development and sustainability throughout our region. Our ReStore helps to divert quality items out of the waste stream, and provides access to affordable home supplies for our community.

How to Apply:

Interested candidates should forward a resume and cover letter to jahaira@hfhnc.org with subject line "ReStore Cashier — [Your Name]". No phone calls please.