



Cashier/Donations Floater (Part-time position)

Position Description:

The Cashier/Donations Floater is responsible for receiving Donated items in store, safely driving of the ReStore truck and to pick up, residential and commercial donated merchandise and evaluate as to acceptability for sale. The Cashier/Donations Floater position also serves as ReStore back-up Cashier, greet and assist customers, answer questions and provide information about the ReStore and about the Nevada County Habitat affiliate.

Primary Responsibilities:

- Receive donated materials delivered to the store by donors
- Using ReStore truck, pick up donated materials at contractor's or residential donor's site
- Regularly deliver waste to transfer station
- Assist with merchandising or customer loading
- Communicate professionally and personably with all donors
- Work cooperatively and positively with other staff and volunteers
- Perform such other tasks as requested by Store Manager
- Exhibit positive working attitude by demonstrating respect for fellow workers, donors, customers and volunteers
- Provide excellent customer service to donors and customers
- Provide routine truck maintenance and ensure repairs and service records are completed
- Complete paperwork, analysis and record keeping of donated items and Nevada County driving routes according to policy
- Follow the highest ethical and professional standards
- Learn and adhere to all policies and procedures including safety standards
- Participate in required training
- Adhere to all safety policies and practices
- Provide customer assistance as needed
- Know and be able to explain the layout of the ReStore and range of inventory on hand
- Operate a cash register to document sale of merchandise
- Process cash, credit card, and check transactions with accuracy, following established procedures for each type of sale
- Maintain and balance cash drawers at the end of each day
- Be able to multi-task in a fast paced environment without compromising service to face to face customers
- Assisting with stocking items on shelves and cleaning and organizing all areas of store
- Exhibit positive working attitude at all times by demonstrating respect for fellow workers, volunteers, donors, and customers.

Qualifications and Experience

Position requires a high school degree or equivalent
Familiar with computer technology related to Point of Sale retail systems

Exhibit strong organizational skills, accuracy and good record keeping when dealing with financial transactions
Demonstrated history of being a self started and the ability to respond to high standards of customer service and satisfaction
Ability to handle customer situations with grace and composure
Able to lift up to 50 pounds, squat, bend and stand for extended periods, 8 hour/shift.
Bending, twisting reaching, pushing, pulling and performing repetitive tasks.

Job Specification

Education: High School diploma required.

Work Experience: A minimum of 1 year of related experience required

Strong organizational skills and accuracy

Must have a clean driving record (an abstract will be required if a job offer is presented)

Pass a Background check.

COVID-19 precautions

Personal protective equipment provided or required

Plastic shield at work stations

Temperature screenings

Social distancing guidelines in place

Sanitizing, disinfecting, or cleaning procedures in place

All Staff and Volunteers are required to: Have a Temperature & Health screening each day upon arrival at work. Facemask/faceshields (provided by employer) while in the store. We are isolating and sanitizing donations as received and sanitizing carts.

To apply, visit the **[ReStore Facebook Page Here](#)** and click on jobs tab, or send an email to restoremanager@nchabitat.org.

Address: 12359 Loma Rica Drive, Grass Valley, CA 95945

Phone: 530-274-3761