

**WOMANHAVEN, a
CENTER FOR FAMILY SOLUTIONS**

Department: Thrift Store	Location: Thrift Store
Job Title: Cashier/Sales Associate	Salary Range: \$12.00 Hourly
Reports To: Jetzabel Lee	Title: Store Manager
Type of position: <input type="checkbox"/> Full-time <input checked="" type="checkbox"/> Part-time	Hours <u>20-25</u> / week <input type="checkbox"/> Exempt Position <input checked="" type="checkbox"/> Non-exempt Position

Summary: Assists with the coordination and execution of department operations and work. Operates cash register, processes and bags customer orders and may perform carry-outs. Provides exceptional customer service and contributes to a positive and collaborative team environment.

ESSENTIAL FUNCTIONS:

- Sell and process donations with care and treat donors and customers with respect and courtesy.
- Perform assigned duties including stocking, running POS, cleaning, marking down, and ragging out.
- Greet all customers and donors giving prompt, courteous assistance to customers and donors.
- Assist in maintenance of store to keep it neat, clean and organized.
- Maintain safety standards and report any hazards/problems to the managers.

OTHER RESPONSIBILITIES:

- 1) Performed other duties as assigned.

SUPERVISORY RESPONSIBILITIES:

- 1) Not responsible for supervising others

INTERNAL/EXTERNAL RELATIONSHIPS:

- 1) Ability to build a broad working relationship with staff and clients.
- 2) Contributes to a positive and supportive work environment.
- 3) Demonstrates an adaptable and flexible work style, shifting tasks as priorities and circumstances change.
- 4) Demonstrates ability to multi-task and manage own time. Adjusts priorities, productivity, efficiency and speed based on needs and conditions of department
- 5) Self-motivated and able to work independently, as well as cooperatively within a team.

EDUCATION,KNOWLEDGE,SKILLS, ABILITIES, AND EXPERIENCE

REQUIRED/PREFERRED:

- 1) High School Diploma or equivalent.
- 2) Must be a minimum of 18 years of age.
- 3) Must be fluent in the English language, written and spoken.
- 4) Must possess good customer service skills.

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- 5) Must be able to operate POS/Cash Register.
- 6) Must be able to comprehend and follow directions.
- 7) Must pass background check, which will include Criminal History and Sex Offender Registry.

LICENSES AND CERTIFICATES:

- 1) Must possess a valid California driver's license/minimum vehicle insurance required by law and maintained throughout the duration of employment.

PHYSICAL REQUIREMENTS:

- Ability to sit, walk, stand, bend, squat, climb, kneel, and twist on an intermittent or continuous basis.
- Ability to grasp, push, pull objects such as files, file cabinet drawers, clothing carts, merchandise carts, rolling clothing racks, fixtures, furniture dollies, platform trucks and carts, hand trucks and carts
- Ability to physically stand on feet for long periods.
- Ability to lift up to 50lbs.
- Ability to perform various repetitive motion tasks.