

Part-Time Store Staff/Cashier

Who Gives a SCRAP

Job Description: Part time store staff

Reports to: Retail Store Manager

Primary Duties and Responsibilities

Store

- Provide courteous, friendly, and efficient customer service
- Provide customers with accurate, positive information about Who Gives a SCRAP and its programs
- Assist in the promotion of Special Events taking place in the shop or in the community
- Operate cash register
- Process incoming donations and materials
- Organize and re-stock the store shelves, work on displays, in conjunction with other staff
- Price items in store, in conjunction with other staff
- Keep store, bathroom, volunteer space, and storage space orderly and clean
- Answer phone, take messages, and check messages
- Handle customer complaints; confer with manager
- Maintain and organize sales floor
- Work in collaboration with volunteers and community members

Other duties

- Directing volunteers and community members to the right areas
- Sub for other staff as needed (flexible availability preferred)

Job Requirements

- Weekend availability is required
- Ability to work well independently and with others
- Self-motivation and be ready to take initiative in all types of situations is a must
- Cash handling experience preferred but will train if no experience
- Strong communication skills
- Good time management
- Positive attitude with a willingness to learn and contribute

Working conditions

- Standing and walking for extended periods of time up to 8 hours
- Bending, stooping, and climbing
- Unassisted heavy lifting (up to 40 lbs)
- Using ladders, tools, etc.
- Working in varying temperatures