

HomeStore Cashier

Job Summary

Fremont Area Habitat for Humanity has built over eighty homes in the Fremont area over the past 25 years. One of our most valuable resources is the HomeStore, our home improvement store and donation center that sells new and gently used furniture, appliances, home accessories, and building materials to the public at a reduced cost. Profits from the HomeStore help us build homes in partnership with lower income families. As a Sales Associate you are expected to help support the mission of Fremont Area Habitat for Humanity and the HomeStore by completing sales and providing a positive shopping experience to customers.

Under the general direction of the HomeStore Manager, you are responsible for handling HomeStore sales at the cash register, providing great customer service and assisting in keeping the store organized and well-stocked.

Responsibilities and Duties

- Primary cashier on duty during store hours
- Maintain effective working relationships with coworkers, volunteers, staff, and the general public
- Assist the HomeStore Manager as needed.
- Welcome customers and maintain a customer-friendly environment
- Help customers locate items in the store
- Answer questions about how to donate items to the store
- Explain merchandise promotions
- Assist in displaying merchandise, processing incoming merchandise, replenishing shelves, and maintaining a neat and organized sales floor
- Adhere to all company policies, procedures, and practices on pricing and loss prevention
- Operate HomeStore equipment in a safe manner; comply with safety requirements
- Manage phone lines by answering calls and taking accurate messages
- Enter and process customer transactions using our Point of Sale system
- Accept payments and provide change when appropriate
- Organize and count money
- Assist with pricing IF approved
- Process refunds and exchanges
- Maintain a safe, clean, and tidy checkout area
- Answer customer questions about products
- Assist with donation pickups and deliveries as needed
- All other duties as assigned by HomeStore Manager

Qualifications and Skills

- Friendly and welcoming demeanor
- Knowledge of basic cash handling skills
- Previous customer service and cashier experience
- Experience working with a diverse group of individuals
- Knowledge of home goods, repurposed items, and basic tools
- High school diploma or equivalent
- Ability to be on feet for extended periods of time
- Be comfortable lifting up to 50 pounds
- Ability to work independently as well as with others
- Familiarity with a computer
- Fully supports the ideals and mission of Fremont Area Habitat for Humanity
- Proven honesty, trustworthiness and responsibility
- Encourage volunteer program success by contributing to a positive, supportive atmosphere
- Ability to pass background check and drug screening
- Bilingual would be awesome

Job Type: **part-time; 14 hours/week; required to work Fridays and Saturdays.**



HomeStore CASHIER

January 2018

Employment Application

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: _____ Email: _____

Date Available: _____ Social Security No.: _____ Desired Salary: \$ _____

Position Applied for: _____

Are you a citizen of the United States? YES ☐ NO ☐ If no, are you authorized to work in the U.S.? YES ☐ NO ☐

Have you ever worked for this company? YES ☐ NO ☐ If yes, when? _____

Have you ever been convicted of a felony? YES ☐ NO ☐

If yes, explain: _____

Education

High School: _____ Address: _____

From: _____ To: _____ Did you graduate? YES ☐ NO ☐ Diploma: _____

College: _____ Address: _____

From: _____ To: _____ Did you graduate? YES ☐ NO ☐ Degree: _____

Other: _____ Address: _____

From: _____ To: _____ Did you graduate? YES ☐ NO ☐ Degree: _____

References

Please list three professional references.

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____
Full Name: _____ Relationship: _____
Company: _____ Phone: _____
Address: _____

Full Name: _____ Relationship: _____
Company: _____ Phone: _____
Address: _____

Previous Employment

Company: _____ Phone: _____
Address: _____ Supervisor: _____
Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES ☐ NO ☐

Company: _____ Phone: _____
Address: _____ Supervisor: _____
Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES ☐ NO ☐

Company: _____ Phone: _____
Address: _____ Supervisor: _____
Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES ☐ NO ☐

Military Service

Branch: _____ From: _____ To: _____

Rank at Discharge: _____ Type of Discharge: _____

If other than honorable, explain: _____

Disclaimer and Signature

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

I also understand that a background check may be completed on me as well as a check on the Sex Offender Registry.

Signature: _____ Date: _____