

Family Crisis Center of East Texas
(Women's Shelter of East Texas, Inc.)
Job Description

Job Title: Cashier
Dept./Program: Thrift Store
Reports To: Thrift Store Manager
FLSA Status: Non-Exempt
Approved By: Executive Director
Approval Date: August, 2013

POSITION SUMMARY

Operates cash register to itemize and total customer's purchases, manages donations and assists with Thrift Store operations.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

Greets customers and donors with friendly manner as soon as they enter store.

Oversees cash register operations, subtotals, collects cash or checks from customers and makes change.

Assists customers with purchases at store register.

Distributes and stocks product and merchandise from production area.

Reports any areas overstocked to Thrift Store Manager.

Stays knowledgeable of store merchandise by reviewing price changes and sale items.

Daily cleaning of agency bathroom as well as restocking toilet paper, paper towel dispensers and trash removal. Daily cleaning of store entry doors and sanitation of entry door handles. Prepares store for opening by insuring that store is clean and orderly.

Ensures that the physical layout of the store is appropriate, safe, and clean; reports maintenance needs to Supervisor in a timely manner.

Responds to customer complaints or inquiries in a courteous and helpful manner by notifying store manager.

Promotes awareness of the function and services of the Women's Shelter and assist agency clients with clothing needs through the voucher system.

Assists with the processing of donations from the point of donation to being store ready.

Miscellaneous:

Attends and participates in agency staff meetings and other agency functions as directed by Supervisor and/or Executive Director

Attends conferences as directed by Supervisor and/or Executive Director

Other duties as assigned by Supervisor and/or Executive Director

Believes in, promotes and acts in accordance with the agency's mission and goals

In accordance with the philosophy of the agency, may occasionally be required to carry out or assist with other tasks in addition to the duties listed above.

SUPERVISORY RESPONSIBILITIES

This position has no supervisory responsibilities.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION, TRAINING, AND/OR EXPERIENCE

High school diploma or general education degree (GED) with a minimum six months retail or merchandising experience and training.

LANGUAGE SKILLS

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to appropriately present information in one-on-one and small group situations to customers, clients, volunteers, and staff.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate and percent.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations. Ability to organize workloads and set priorities to carry out assigned tasks in a timely manner. Ability to manage multiple duties. Ability to demonstrate discretion and common sense.

CERTIFICATES, LICENSES, REGISTRATIONS

Must have and maintain a valid Class C Texas Driver's License. Must have and maintain an acceptable criminal record check.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This job requires frequent prolonged standing, reaching, stooping, walking, carrying and heavy lifting.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Occasional exposure to communicable diseases and airborne particles.

SIGNATURE BLOCKS

I acknowledge receipt of the above Job Description.

Employee **Date**

I have reviewed the Job Description with the employee.

Supervisor **Date**