Position Title: ReStore Cashier

Community Service Partner: Waco Habitat for Humanity

Job Description: POSITION SUMMARY: Responsible for checking customers out and providing excellent customer service. Light paperwork involved and knowledge of basic computer functions. Must be able to run a register efficiently and effectively. Ability to handle money, make change, and change paper on machines. Work with management to maintain a balanced register. MUST BE ELIGIBLE FOR FEDERAL WORK-STUDY. This is an off-campus employment, reliable transportation is important.

SCHEDULE/AVAILABLE DAYS TO WORK: Wed. – Friday: 9a.m. – 5p.m. | Saturday: 9a.m. – 3p.m.

FUNCTIONS OF THE POSITIONS: Operate cash register, answer the phone, and create pick up tickets. Maintain a clean and organized transaction area including wiping surfaces, touch points, sweeping the floors, and removing trash and clutter not needed to conduct customer transactions.

REQUIRED SOFT SKILLS: Need good verbal skills, human relation skills, basic math skills. Bi-lingual is preferred, but not required. Answer incoming phone calls and transfer them accordingly.

REQUIRED HARD SKILLS: Work environment is at a warehouse facility with an infrequent need to work outside of the facility. Bulk of time will be spent standing. Lift up to 15 lbs.

LEARNING OUTCOMES: Develop a better understanding of how a non-profit resale store works. Develop customer service skills by working with staff and donors. Understand the impact the ReStore has not only on Waco Habitat’s mission, but also the community at large.

Hourly Rate: $9.00/hour

Apply for Position: Please attach and email your application materials (application form, resume, and cover letter) to ivon@wacohabitat.org.

Please DO NOT send application materials to Student Employment.