JOB DESCRIPTION		
Position Title: Thrift Store Associate – Cashier		
Employment Status: **Part-Time**	**FLSA Status:** **Non-Exempt**	**Effective Date:** **February 26, 2021**

Cashier Responsibilities Include:

- Efficient, courteous cashers who possess excellent customer service skills
- Ensure the prices and quantities are accurate, accept payments, issue receipts, answer inquiries and provide helpful information to customers
- Respond to complaints, process refunds and voids following policies and maintain a clean workspace

Job Summary

We are looking for a responsible Thrift Store Associate. Your job will be extremely important in providing a caring, well-run thrift shop where donors, volunteers, shoppers, and employees feel welcome and appreciated and proceeds are re-invested back into the community. The position will have the highest standards for ensuring the donors are met with a smile and leave with a thank you.

The ideal candidate will work well in a teamwork environment.

Ultimately, the duties of the Thrift Store Associate Donations are to make sure Clothes Less Traveled operates effectively, and we provide a great experience for the staff, volunteers, donors, and customers.

Responsibilities

- Welcome customers, answer questions, help locate items, provide advice or recommendations
- Operate point of sale system
- Possess good working knowledge of operating procedures to include refunds and voids
- Possess good working knowledge of counterfeit money procedures
- Possess good cash management procedures
- Understand closing procedures
- Understand register balancing instructions
- Carefully bag and wrap purchases
- Maintain the cash register area in a fresh, sanitary, and orderly manner
- Assist with other store operational duties when cashier duties are complete or slow

Requirements

Ability to stand for prolonged periods of time
Ability to lift 20 pounds
 Excellent team building skills are essential
Ability to partner with the volunteer team to expedite bagging process
Willingness to cross train in other areas to develop skills

Overall Expectations:

- Exhibit legendary customer service skills to ALL customers
- Demonstrate careful money handling for all transactions

Physical Demands and Work Environment

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

While performing the duties of this position, the employee is regularly required to talk or hear. The employee frequently is required to use hands or fingers, handle or feel objects, tools, or controls. The employee is required to stand; walk; sit; and reach with hands and arms. The employee must occasionally life and/or move up to 25 pounds. Specific vision abilities required by this position include close vision, distance vision, and the ability to adjust focus. The noise level in the work environment is usually low to moderate.

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves and others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.