



## JOB DESCRIPTION

**Title:** Cashier/Store Clerk (Full Time)

**Reports to:** Thrift Store Manager

**Department:** Thrift Store

**FLSA Status:** Non-Exempt

### **GENERAL SUMMARY:**

The Cashier/Store Clerk will be responsible for providing all customers with a pleasant shopping experience and contributing to the success of the Thrift Store.

### **PRINCIPLE JOB DUTIES AND RESPONSIBILITIES:**

- Greeting all store customers upon entrance and assisting with any needs or concerns
- Providing excellent customer service in a professional manner at all times
- Following standard operating procedures of the store
- Sorting through donations and organizing sections or racks for store purchases
- Researching prices in preparation for sales
- Helping to keep the Thrift Store clean and safe for all parties
- Completing all tasks and deadlines as assigned by the Thrift Store Manager

### **KNOWLEDGE, SKILL, AND ABILITIES REQUIRED:**

- High School degree, diploma or GED equivalent
- Excellent organization and time management skills
- Professional demeanor and willingness to serve the homeless community as well as working with volunteers when needed
- Easily adapt and work independently as well as in a team setting
- Must have good verbal, written and interpersonal skills
- 6 months' previous customer service or guest service experience preferred

### **WORKING CONDITIONS:**

- Up to 100% of the shift requires standing and extensive periods of time on your feet
- Continuous use of hands and arms as well as bending, reaching, twisting and lifting
- Ability to lift up to 35 lbs. as needed

*The above declarations are not intended to be an "all-inclusive" list of duties and responsibilities of the job described, nor are they intended to be such a listing of the skills and abilities required to do the job. Rather, they are intended only to describe the general nature of the job, and be a reasonable representation of its activities.*

*HEP is a Drug Free Workplace and Equal Opportunity Employer. HEP does not discriminate against any class of protected persons covered by applicable law in its hiring and/or advancement opportunities. HEP encourages people of all minority statuses to apply.*

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Signature

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Date