

Habitat for Humanity of Greater Chattanooga ReStore Cashier Assistant: Volunteer Position

Cashier Assistant description: This volunteer is crucial to the sales division of the ReStore and insuring that each customer/ donor gets outstanding service. They will assist the cashier with checking out the customers, by helping the customers fill out any necessary forms, and bagging the customers purchase. This volunteer will also assist in answering the phone and making sure the cashier has the proper change and paperwork.

Responsibilities:

- Make sure all customer forms are filled out properly and placed on the item that was purchased
- Answer phone
- Assist customers with their purchases
- Assist donors with their donation receipt
- Keep check out area cleaned and organized

Volunteer Impact: The volunteer will play a direct role in sales in the Restore. Ensuring great customer service to all ReStore shoppers and donors is an essential task. The profits from the sale of items at the ReStore will go directly back into the community by enabling HFHGC to build more homes and serve more families.

Age Requirements: Volunteers must be at least 18 years old to volunteer.

Skill Qualifications: Good communication skills and ability to work with customers and donors is necessary. Flexibility and the ability to help with a variety of tasks that may arise are also needed.

Time Commitment: Volunteer hours will take place Tuesday – Saturday 9:00a – 4:00p. We are looking for volunteers to commit to a minimum of one half day per week.

Training & Supervision: Provided by the ReStore Manager and Assistant Manager

Contact: Dawn Hjelseth, Director of Volunteers at dstoike@habichatt.org or 423-756-0507 ext.16