



# Cashier Production Assistant Job Description

“Resale Benefiting Foster Youth Nationwide”

**MISSION STATEMENT:** Grant Me Hope’s purpose is to find loving, adoptive homes for foster children before they age out of foster care alone facing homelessness.

**Grant Me Hope has three goals:**

1. To educate America about the plight of foster children
2. To recruit more foster families
3. To get foster children adopted into loving homes

**SUPERVISOR:** Thrift Store manager

**SUMMARY:** Fulfill the mission and purpose of the Grant Me Hope Thrift Store in a position with diverse job duties, which will be determined by the needs of the store manager. A motivated individual who will learn all aspects of two departments within the store and develop skills that suit both positions.

**CASHIER RESPONSIBILITIES:**

- ◆ Greet customers entering and exiting the store in a friendly and pleasant manner.
- ◆ Understand and perform all necessary functions of the cash register, including purchases, returns, transactions cancellations and voids and producing reports.
- ◆ Become adept at handling all functions of the credit card machines and end of day batch reports
- ◆ Answer the telephone and handle callers in a professional manner, directing all sales calls and customer inquiries to the appropriate individual.
- ◆ Understand truck scheduling and be able to schedule deliveries and pick-ups as needed.
- ◆ Maintain a clean and presentable store environment. Keep areas such as bathrooms, floors, break room, dressing rooms, and customer counter clean and presentable.
- ◆ Hang clothing for display, price garments, hang clothing in appropriate area.
- ◆ Price and display jewelry, assist customers with items in case.
- ◆ Assist in creating and maintaining store displays and in-store volunteers.
- ◆ Direct donors to proper area for drop offs.
- ◆ As truck delivers store inventory, assist in putting it away.
- ◆ Assist in proper closing procedures. Store manager will assist in proper task list for end of day duties.
- ◆ Perform additional tasks as requested by the store manager.

**PRODUCTION ASSOCIATE RESPONSIBILITIES**

- ◆ Produce clothing for sales floor as instructed.
- ◆ Greet and assist donors as assigned.
- ◆ Answer telephone as needed.
- ◆ Understand truck scheduling and be able to schedule.
- ◆ Assist in maintaining the cleanliness of the production area, picking it up and keeping it organized as needed.

- ◆ Assist with removing trash to the dumpster.
- ◆ Assist in pricing product.
- ◆ Assist truck driver with unloading goods.
- ◆ Assist customers with the loading purchased goods as needed.
- ◆ Assist in maintaining camaraderie and unity between store staff and volunteers.
- ◆ Attend mission-centered events and meetings and designated by supervisor.

**QUALIFICATIONS:**

**Education:** High school education

**Skills and Abilities**

- ◆ Exhibit a clear passion for foster children and those we serve through our mission
- ◆ Have a strong spiritual presence and exhibit Christ like behavior
- ◆ Self-motivated
- ◆ Willingness to learn and be flexible, not easily overwhelmed in a fast-paced environment.
- ◆ Communicate effectively with managers, co-workers, volunteers, and customers.
- ◆ Punctual, Dependable attendance history.
- ◆ Be empathetic, a go-getter, a doer, fast on your feet and a quick thinker.
- ◆ Task and people oriented
- ◆ Strong interpersonal skills with the ability to work with an extremely diverse group of people.
- ◆ The ability to sit or stand for long periods of time to perform necessary job function
- ◆ Ability to lift and move objects weighing up to 60 pounds
- ◆ Be able to manipulate, handle, hold, feel and control items or equipment
- ◆ Be able to read, write and interpret written documents.

**Experience:** Retail store; Cashier; Customer Service