



## **Waco Habitat for Humanity ReStore Cashier (Part-time)**

### **Statement of Purpose:**

Waco Habitat for Humanity, Inc., founded in 1986, is a nonprofit, ecumenical Christian housing ministry that seeks to provide a decent house in a decent community for all of God's people in need. Habitat invites people from all walks of life to work together in partnership to help build and repair houses with partner families. Habitat builds homes in partnership with low-income families, and those homes are built and repaired using primarily volunteer labor. Our partner families serve alongside Habitat staff and volunteers as they move toward either repairing the home they already own or eventually purchasing their home through a zero interest loan.

### **Mission of Waco Habitat for Humanity:**

We envision a world where everyone has a decent place to live. Seeking to put God's love into action, Waco Habitat for Humanity brings people together to build homes, communities and hope.

### **Equal Opportunity Employer:**

Waco Habitat for Humanity is an Equal Opportunity Employer.

### **Job Summary:**

Manage the cash register and answer phone calls for the ReStore as well as interacting with customers, staff, work-study students, volunteers, and the public in general.

### **Reports to:** Assistant Director of ReStore

### **Position Equivalency:**

Part-time; Hourly Non-Exempt position  
\$8-\$10/Hr

### **Duties and Responsibilities:**

- Monitor the front desk and cash register
- Complete tax exempt paperwork for customers
- Screen telephone calls (including answering machine), and respond to general inquiries
- Complete donation paperwork for customers
- Other duties assigned by management
- General organization and maintenance of the office

**Qualifications:**

- Computer skills (cash register software, word processing)
- Experience as a cashier
- Ability to manage multiple tasks
- Ability to work as part of a team
- Good communication skills
- Self-motivated
- Bilingual (English/Spanish) preferred

**Physical Demands:**

- Ability to lift at least 25 lbs. on a regular basis
- Ability to be on one's feet for extended periods of time
- Ability to work in a warehouse environment

**Time Requirements:**

Regular hourly position, Wednesday and Thursday, 10:15 am to 5:15 pm; and Saturday, 9:15 am to 3:15 pm

**Acknowledgement of Responsibilities:**

Nothing in this position description binds Waco Habitat for Humanity or any employee to a specific or definite period of employment or to any specific rules, practices, policies, procedures, benefits, guidelines, working conditions or privileges of employment. As an employee, you are an at-will employee completely free to quit or resign from the organization at any time you choose, and Waco Habitat for Humanity has the same right to end the employment relationship at any time it chooses, for any reason, with or without notice. By the signatures below both Employee and Supervisor acknowledge opportunity to review this position description and Employee states understanding expectations of performance.

\_\_\_\_\_  
Employee Date

\_\_\_\_\_  
Supervisor Date