



VOLUNTEER POSITION DESCRIPTION THRIFT STORE

TITLE:

Thrift Store Cashier Volunteer TS-CV

MAJOR OBJECTIVE:

Cashiers are an important part of the work of the thrift store. They work directly with the many diverse people who visit the store, and it is their job to help create a friendly and helpful atmosphere, to ensure that sales are processed properly, and to keep the store clean and well-organized.

RESPONSIBILITIES:

1. Record sales in the cash register. Accept money for purchases and give accurate change.
2. Provide friendly and courteous customer service, being attentive to customers at all times.
3. Greet customers, answer customer questions, and take messages for the Coordinator when necessary.
4. Assist with keeping the store tidy and organized, including organizing racks and shelves, arranging displays, and dusting or vacuuming as needed.
5. Answer the telephone, giving simple information and directions to the store.

QUALIFICATIONS:

1. Reliability in coming for scheduled shifts, and punctuality.
2. Be able to work with people who are from diverse backgrounds and circumstances.
3. Basic math skills and the ability to keep track of cash during a sale. (Cash register training is provided.)
4. A friendly and helpful attitude.
5. Able to work well both independently and as part of a team.

TRAINING:

1. Attend MSRPAC's volunteer general informational session
2. On the job training with a thrift store employee. All volunteers must start on weekday shifts. Training is not provided on Saturdays or Sundays.
3. Interview with Volunteer Services Manager or designee

TIME AND PLACE:

Shifts can be a full day or half-day. Full days are 9:30-4:00. Half days are 9:30-1:00 or 1:00-5:00.

COMMITMENT:

Minimum six month commitment, minimum two shifts per month

SUPERVISION:

Direct supervision by the thrift store staff. Indirect supervision by the Volunteer Services manager or coordinator.

BENEFITS:

1. Continuing Education
2. Recognition events
3. Volunteer newsletter
4. 10% discount at Critter Corner Pet Store & Thrift Store
5. Personal fulfillment
6. Licks, wags and purrs!