



Re:Center Ministries

thrift  thrive

An Enterprise of Re:Center Ministries

Title: Cashier

Reports to: Thrift Store Manager

Classification: Part-time, non-exempt

Hours: flexible schedule, Monday-Saturday shifts

Position Summary: Re:Center Ministries has entered the thrift store industry to support existing ministry components through job training as well as generate revenue for the overall ministry. The Cashier is responsible for general customer service including customer assistance, the checkout/payment process and reconciliation of funds at the end of each scheduled shift to ensure the point of sale system matches actual receipts. This position serves as a direct contact point for all customer service needs and is a public representative of the store and of Re:Center Ministries. The Cashier reports to and is expected to support the Thrift Store Manager for a successful operation.

Primary Functions & Responsibilities:

- Serve as primary customer service agent during scheduled shift
- Exemplify exceptional customer service to ensure customer satisfaction, loyalty and positive brand recognition
- Responsible for adequately assisting a customer through the checkout process including accounting for all items to be purchased, appropriately accounting for items in the point of sale system, bagging items and providing a receipt
- Responsible for the exchange and accountability of monies during scheduled shifts and to transition duties to the next cashier/staff member designated at the end of each shift
- Assist in the execution of the store layout including pricing changes, displays/end-caps, highlighting sale items, etc....
- General cleaning/organizing duties to ensure the sales floor provides an exceptional shopping experience for the consumer
- Ensure the store is, at all times, presentable, honorable and appropriately reflects the larger mission and vision of Re:Center Ministries
- Maintain regular, effective communication with the Store Manager ensuring the mission and vision of Re:Center is preserved and executed
- Aid in serving as a contact point, specifically answering phone calls and engaging interested customers, for all inquiries regarding Re:Center's Thrift Store operation or the overall mission of the ministry
- Protect the Re:Center Ministry brand by representing the ministry through positive communication and professionalism
- Other duties as assigned through appropriate channels of supervision

Job Requirements:

- Demonstrated commitment to the mission and vision of Re:Center Ministries, including its Philosophy of Ministry, Statements of Faith and Core Values
- Commitment to maintaining high integrity, character and transparency in accordance with Re:Center's Code of Conduct
- Excellent organizational skills including multi-tasking and computer skills.

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Qualifications:

- High School diploma or equivalent
- Relevant work experience within retail/customer service industry

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk and hear. The employee regularly is required to stand, walk, sit, use hands/fingers, and reach with hands and arms. Must be able to climb stairs.

Must be comfortable with the operations of basic touch screen-based computers.

Must be able to read computer screens and monitors to gain information for customer service.

The employee frequently lifts and/or moves up to 10 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Requirements listed are representative of minimum levels of knowledge, skills, and/or abilities. This position description is not meant to imply that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by the supervisor.