

VOLUNTEER POSITION DESCRIPTION

POSITION TITLE: Thrift Shop - Cashier
ORGANIZATION: Thrift Shop
CONTACT PERSON: Kristen Butler or Michelle Pearman
PHONE 895-6280
WORK LOCATION: Bldg 1040
ADDRESS: Blue Jay Street (Off Highway 441)
DAYS NEEDED: Monday (0930-1230)
Thursday (0930 – 1400) (1730-1930)
First Saturday of the month (0930-1230)

VOLUNTEER DUTIES:

1. Supervise viewing of merchandise in glass cases behind and in front of register
2. Responsible for handling all sales in the Thrift Shop with the exception of Bulletin Board and Removal Fees
3. Sort consignment tickets at the end of the day
4. Ensure that the drawer balances with the computer financial statement.
5. Inform the manager when supplies are needed
6. Ensure that electrical and mechanical equipment has been tested by the buyer
7. At the end of the day, balance the drawer and fill out deposit slip

SPECIAL REQUIREMENTS:

1. Must be over the age of 18
2. Must be available on a regular basis
3. Must have knowledge of cash register procedures and computer operations
4. Work well with others
3. Exceptional interpersonal and customer service skills
4. Good with numbers and record keeping
5. Good organizational skills

ADVANTAGES FOR VOLUNTEERS WORKING IN YOUR ORGANIZATION

1. Opportunity to meet other people, learn more about the many needs within our military community and find out about the many services provided to our military families.
2. Monthly incentives.
3. Letter of reference and or recommendation if requested.

TRAINING:

1. Will train volunteer on office operations
2. One-on-one instruction

Signature of Volunteer

Date

Signature of Coordinator

Date