



# Part-Time Cashier & Donation Processor

**Reports To:** Director of Strategy & Operations

**Leadership Team:** No

## Position Overview

The Part-Time Cashier & Donation Processor supports daily operations of the Teacher Store and Thrift Store by providing friendly customer service, processing transactions, assisting with merchandising, and helping sort and stage donations. This role is customer-facing and helps maintain a welcoming, organized, trend-aware, and efficient store environment that supports both the mission and financial sustainability of Treasures 4 Teachers.

This position requires flexibility, teamwork, and attention to store presentation, particularly within the thrift environment where merchandise flow, seasonal displays, and current resale trends are important to customer engagement and sales performance.

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## Key Responsibilities

### Customer Service & Cashiering

- Greet customers and members warmly and professionally.
  - Process sales and payments accurately using the POS system.
  - Answer questions and provide information regarding promotions, store policies, and membership benefits.
  - Maintain a positive and helpful customer experience during all interactions.
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### Store Support & Merchandising

- Assist with stocking, rotating, organizing, and displaying merchandise.
- Support visual merchandising efforts in both the Teacher Store and Thrift Store.

- Stay aware of seasonal themes, shopping patterns, and current thrift/resale trends to support appealing displays and merchandise placement.
  - Help maintain clean, organized, and shoppable sales floor areas at all times.
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## **Donations & Inventory Support**

- Sort, tag, and stage donations as directed.
  - Assist with moving merchandise from processing areas to the sales floor.
  - Help identify damaged, incomplete, or unusable items for removal or recycling.
  - Support backroom or warehouse tasks as needed.
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## **Teamwork & Operations**

- Work collaboratively with staff and volunteers.
  - Follow organizational procedures related to safety, customer service, and store operations.
  - Communicate operational concerns, inventory needs, or customer issues to the Director of Strategy & Operations.
  - Provide front-line support during busy periods, events, or staffing shortages.
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## **Decision-Making Authority**

- Handles routine customer service and cashier transactions independently.
  - Assists with merchandise placement and organization within established store guidelines.
  - Escalates customer concerns, operational issues, or safety concerns to leadership as needed.
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## **Metrics for Success**

- Accurate and balanced daily transactions.
- Positive customer and member interactions.
- Clean, organized, and visually appealing store areas.
- Timely stocking and movement of merchandise to the sales floor.
- Consistent support of merchandising standards and seasonal displays.

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## **Other Duties**

Perform other duties as assigned by the Executive Director or the Director of Strategy & Operations.

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## **Schedule & Classification**

Hourly, part-time position. Schedule based on operational needs.