

## **CASHIER POSITION IS OPEN!**

**Organization:** Fort Sam Houston Thrift Shop

**Compensation:** Salary

**Hours:** 10:00-3:00 on Wednesdays, Thursdays, and the 1<sup>st</sup> Saturday of the month

### **Organization Summary:**

The Fort Sam Houston Thrift Shop is operated by The Spouses' Club of the Fort Sam Houston Area Charitable Organization (SCFSHA-CO). The SCFSHA-CO is a private non-profit corporation organized under the laws of the State of Texas and designed exclusively for charitable and educational purposes within the meaning of the Internal Revenue Code (I.R.C.) §501(c)(3). It engages in philanthropic and civic projects that raise funds for scholarships and community grants which are distributed to eligible candidates in the military and civilian communities that support military members and their families. Funds collected by SCFSHA-CO will be used for its operation and for other uses consistent with these purposes.

### **Prerequisites:**

- Must be a DOD ID card holder with full privileges
- Once approved, must agree to a background check, at their own expense, and receive a clean report

### **Qualifications:**

- Retail sales experience preferred
- Ability to operate cash register, Point of Sale software (Liberty), and debit/credit card machine
- Excellent customer service and communication skills
- Must be self-motivated to work independently and as a team
- Must be able to multitask, have excellent time management skills, and be able to delegate tasks

### **Responsibilities:**

- Works under the supervision and direction of the Manager and Bookkeeper
- Manages cash flow and ensures the availability of funds, as needed
- Provides customer service by greeting customers and responding to customer inquiries
- Must be available from the hours of 10:00am – 3:00pm on Wednesdays/Thursdays and the 1<sup>st</sup> Saturday of the Month (unless the 1<sup>st</sup> Saturday is a holiday, then the 2<sup>nd</sup> Saturday of the month)
- Assists the Manager/ Bookkeeper at the end of the day with the cash count and reconciliation

- Makes deposits
- Operates the cash register and point of sale machine during the business hours of the TS
- Assists bagger with cutting off tags, wrapping delicate items in paper, and putting items in appropriate bags
- Maintains cashier supplies
- Assists customers when they are storing items on the holding racks
- Ability to work under pressure (long lines of people)
- Performs any other tasks deemed necessary by Management

**Application documents:**

- Resume
- Two References

**Submittal:**

Resumes can be emailed to [manager@scfsh.org](mailto:manager@scfsh.org) or dropped off at the Thrift shop on Wednesday/Thursday from 10:30 – 2:30 pm located at 1210 Stanley Rd, Bldg.123, Fort Sam Houston. The Point of Contact for dropping off application documents is Malinda Grimes or Teresa Holliday.