

Warehouse Furniture Cashier & Processor/ 25 hours per week, PT

Safe Harbor is a private, 501(c)3 non-profit organization dedicated to helping victims of domestic violence in the upstate of South Carolina. We offer a continuum of services, providing safe emergency shelter, counseling, assistance with orders of protection, and transitional housing, as well as teen dating violence education and community outreach in Greenville, Pickens, Anderson, and Oconee counties.

At Safe Harbor, we strive to create a culture of inclusivity and empowerment. Approaching our work with different ideas, perspectives, and backgrounds cultivates collective strength and creativity. This brings us closer to the communities we serve and embodies our fundamental vision that all people feel safe and valued.

Team Members fulfilling the role of Warehouse Furniture Cashier & Processor are critical to the success of the Safe Harbor mission. This position requires a strong desire to serve and empower others. This is an excellent position for someone seeking to work in a retail position while also understanding that the work you are doing is changing lives. Safe Harbor provides an extensive training and shadowing program to best prepare the Furniture Warehouse Cashier/Processor for their responsibilities.

Essential Duties Include:

- Treats customers with respect and care.
- Assists with the inventory of stock, ticketing, arranging the show room, creating displays, organizing and cleaning donated goods in a way that promotes sales.
- Maintains sales floor and other shop activity with daily knowledge of shop sales and promotions.
- Handles cashier duties including cash and credit sales and close out at the end of the day. Handles and secures all paperwork in the directed manner.
- Opens and Closes shop, insures the shop is clean and secure, and ready for the public.
- Maintaining daily documentation and reporting to share with management

Qualifications:

- High School Diploma or GED
- Experience or higher learning pursuits in social service or related fields helpful
- Passion for serving others
- Demonstrated level-headed, calm, problem-solving skills and good judgement
- Ability to pass contingent screening of criminal background check and drug test
- Some retail experience

Hours: 25 Hours per week, available during the week and weekend.

Highly motivated and qualified candidates may apply by sending a cover letter and resume to:
employment@safeharborsc.org.