



**Sooke Family Resource Society
Retail Worker 05-2026 – Cash Assistant**

We are currently seeking a temporary **Cash Assistant** to join our team. All employees of Sooke Family Resource Society are dedicated to serving the community and committed to supporting the society's mission statement.

Mission statement: We provide people, of all ages and abilities on southern Vancouver Island, with services and resources that encourage them to enhance skills, address challenges and create a path forward.

Job Title: Cash Assistant
Date Posted: April 27, 2026
Closing Date: May 10, 2026
Term: June 1, 2026 to October 31, 2026
Reports To: Thrift Shop Manager
Wage/Salary: \$22.94 - \$26.28 per hour (5-JJEP Wage Grid)
Location: Sooke
Shift Schedule: Wednesdays and Saturdays
Hours per Week: 12 hours per week

To Apply, please submit resume, and cover letter by email to careers@sfrs.ca

Job Summary:

The Thrift Shop Cash Assistant ensures all sales are entered and monies are handled accurately in a high energy and high volume environment. The Cash Assistant is a front-end role and the public "face" of the SFRS Community Thrift Shop. The Cash Assistant is courteous to all customers and responds to customer queries with confidence and respect.

Key Duties and Responsibilities:

1. Greets customers as they enter the Thrift Shop.
2. Receives and processes cash, debit and credit payments.
3. Accounts for monies accurately.
4. Knows the operation of the cash register.
5. Knows the opening and closing procedures, and implements Thrift Shop returns, refunds, exchanges and holds policies.

**Employees interested in applying for the above position should submit their name and resume
to Human Resources within seven calendar days of this posting.**

6. Ensures customers receive their sales receipts.
7. Keeps the cash area tidy and organized.
8. Never leaves the cash area unattended.
9. Prepares the nightly deposit, as needed.
10. Confirms at end of shift with the Retail Supervisor that the area is clean and the float and deposit is prepared.
11. Maintains an awareness of the Thrift Shop relationship with Sooke Family Resource Society and SFRS programs.
12. Performs other front-end duties as requested by the Thrift Shop Manager.

Education & Experience:

- Grade 12
- One (1) year recent experience in customer service, cashier and/or general retail or equivalent combination of education, training, and experience.