

# Gift Shop Volunteer

<b>Job Title:</b> Treasures Volunteer	<b>FLSA Status:</b> Exempt Volunteer
<b>Department:</b> Volunteer Services	
<b>Reports to:</b> Treasures Manager	<b>Date:</b> October 6, 2017

## Summary

To provide sales staff for the Treasures Thrift and Book Store to sell merchandise, gifts, cards, flowers, and sundries.

## Duties and Responsibilities

Volunteers will work in the Thrift Shop or book store in 4 hour shifts as scheduled with the

Each person is asked to

1. SMILE, greet all patrons and visitors with a smile.
2. Operate cash register
3. Process credit/debit card transactions
4. Record sales record log
5. Gift wrap items on request
6. Stock merchandise
7. Price merchandise
8. When time permits assist staff with a projects.
9. An orientation is necessary when first starting to acquaint the volunteer with bookkeeping methods, storage of goods, key location, etc.
10. Keep the shop clean and tidy.
  - a. Dust shelves with duster when needed.

## Organizational Responsibilities

In addition to the duties and responsibilities listed above, all employees are expected to support the Mason General Hospital & Family of Clinics mission, vision and values; comply with District policies and procedures; and conduct themselves in an ethical, professional, respectful, and collaborative manner at all times.

# Gift Shop Volunteer

## Required Qualifications:

### Education:

High School Diploma or GED

### Experience:

Sales experience preferred but not required.

### Licenses, Certifications, Registrations:

None.

### Knowledge, Skills, Abilities:

- Must be able to read, write, and follow verbal and written instructions and document the activity provided.
- Must enjoy meeting and working with the public.
- Present self in a professional, friendly and mature manner.
- Must complete the Gift Shop orientation training.
- Ability to accurately count change.

## Physical Requirements

	Never = 0% of	Seldom = 1-	Occasional = 10-	Frequent = 30-	Constant = over
Lifting <10 lbs			x		
Lifting 10-35 lbs		x			
Lifting <35 lbs		x			
Carrying <10 lbs			x		
Carrying 10-35			x		
Carrying >35 lbs		x			
Pushing/Pulling			x		
Sitting					x
Standing			x		
Walking			x		
Bending/Stooping			x		
Crouching			x		
Vision	Within normal range with or without corrective devices				
Hearing	Within normal range with or without corrective devices.				
Speech	Within normal range with or without corrective devices.				

## **Machines, tools, equipment which may be representative by not all inclusive**

Cash Register, Computer, Telephone, Copier, Printer