

Gift Shop Volunteer

Job Title: Gift Shop Volunteer	FLSA Status: Exempt Volunteer
Department: Volunteer Services	
Reports to: Gift Shop Manager	Date: February 6, 2017

Summary

To provide sales staff for the gift shop to sell gifts, cards, flowers, and sundries to patients, staff, families and visitors.

Duties and Responsibilities

Volunteers will work in the gift shop in 3 hour shifts, Monday through Friday, 10:00 a.m. to 1:00 p.m. or 1:00 p.m. to 4:00 p.m.

Each person is asked to

1. SMILE, greet all gift shop 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 hospital staff with a project that is acceptable, the first concern must always be the Gift Shop patrons.
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.
 - b. Call Environmental Services to vacuum if 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