

Volunteer Description of Duties

Job Title: Gift Shop Volunteer

General Description:

Work as a cashier in the Medical Center's Gift Shop.

Characteristic Duties:

May perform any of the duties listed below:

- Interact with staff, visitors, and patients in helping them locate desired gift shop items.
- Operate computerized register system.
- Answer the phone.
- Take payment for purchases and make change when necessary.
- Assist in stocking supplies when needed.
- Assist in keeping the Gift Shop clean and tidy.
- Provide directions and give non-medical information when requested.
- Open the gift shop and run opening reports.
- Close the gift shop, run closing reports, and give sales receipts to Security at end of day.

Minimum Qualifications:

- Must be at least 16 years of age.
- Ability to volunteer for a weekly shift.
- 6-month commitment (two non-consecutive semesters for students).
- Ability to communicate with people of all backgrounds.
- Familiarity with principals of retailing.
- Ability to count money and make change.

Preferred Qualifications:

- Prior experience in a retail or gift shop setting.