

VOLUNTEER SERVICES POSITION DESCRIPTION

Hospital Gift Shop Associate

PROGRAM SUMMARY:

To provide customer service support to the hospital's gift shop operations

COMMITMENT:

Long-term commitment preferred with minimum 4-hours shifts per day

DUTIES AND RESPONSIBILITIES:

- Provide customer service to patients, staff and visitors
- Greet and assist customers with gift selections and purchases
- Create and maintain store displays
- Ensure items are priced appropriately
- Stock and display gift shop merchandise
- Operate cash register and maintain sales logs accordingly

QUALIFICATIONS :

- Must be responsible and punctual
- Able to work independently and as part of a team
- Good communication skills
- Comfortable using computers, cash registers and debit/credit card terminals
- Ability to maneuver around sales floor, lift boxes and help with store merchandise

LINES OF COMMUNICATION:

- Manager, activation & volunteer services
- Volunteer associate

SCHEDULE:

- Volunteers needed for weekday morning, afternoon, evening and weekend shifts
- Schedule to be coordinated with Volunteer Services

TRAINING:

- Volunteer Orientation is mandatory for all volunteers
- On the job training will be provided prior to starting

BENEFITS:

- Meet new people
- TTC Presto tickets provided