

**MONONGALIA GENERAL HOSPITAL
VOLUNTEER SERVICES PLACEMENT DESCRIPTION**

TITLE: Gift Shop Volunteer
DEPARTMENT: Gift Shop
REPORTS TO: Director of Volunteer Services and Gift Shop Supervisor

Placement Summary:

Assist Gift Shop Supervisor with the daily operation of the Gift Shop.

Duties and Responsibilities:

1. Greet and assist customers.
2. Operate cash register.
3. Assist Supervisor with stocking/marking items as needed.
4. Clean shelves, and straighten merchandise.
5. Assist with other gift shop duties.

Training Required:

1. Volunteer orientation
2. In-service training by Gift Shop Supervisor or experienced volunteer.

Qualifications:

Dependable, gracious, honest person who has the ability to operate a cash register and meet the public in a friendly, courteous and helpful manner. Must possess good communication skills.

DVS Signature and Date

Department Signature and Date

02/09/10