



GIFT SHOP ASSISTANT JOB DESCRIPTION

- Position Title: Gift Shop Assistant for de Snoep Winkel Gift Shop and Tea Room
- Supervisor: Gift Shop Manager
- Job Summary: Volunteers assist the Gift Shop Manager in the day-to-day operations of de Snoep Winkel Gift Shop and Tea Room.
- Duties:
- Operate cash register.
 - Price gift items.
 - Organize stock.
 - Gift wrap items.
 - Dust shelves.
- Requirements: Complete volunteer application and self-learn orientation program and have annual Mantoux test. Volunteer must understand job assignments and complete them with confidence. Volunteer must always maintain a neat appearance.
- Qualifications: Patience, compassion, flexibility, and good listening skills are required. Volunteers must be warm, friendly, and comfortable working with the public. Volunteers must meet changing conditions or problem solve in a professional manner. Being well-grounded and possessing good common sense are important.
- Time Commitment: Minimum of one day a month from noon to 4 p.m. is required.
- Risks: Standard precautions should be practiced whenever there is a risk of infection. You will be notified of specific precautions when necessary.

I have read the job description for the Gift Shop Assistant position and understand and accept all that the job requires.

Signature: _____ Date: _____