

Volunteer Services Task List

POSITION/TITLE:

Gift Shoppe Clerk

FACILITY/COMMUNITY:

Yorkton Regional Health Centre,
Gift Shoppe

SERVICE AREA:

Special Projects or Administrative Services

TIME REQUIREMENTS: (3-4 hour shifts available)

Monday – Friday

8:00 a.m. – 11:00 a.m.

11:00 a.m. – 2:00 p.m.

2:00 p.m. – 5:00 p.m.

5:00 p.m. – 8:00 p.m.

Saturday

9:00 a.m. – 1:00 p.m.

1:00 p.m. – 4:00 p.m.

4:00 p.m. – 8:00 p.m.

Sunday

1:00 p.m. – 4:00 p.m.

4:00 p.m. – 8:00 p.m.

DIRECT SUPERVISOR:

Administrative Assistant,
The Health Foundation of East Central Saskatchewan

GENERAL INFORMATION:

A. Duties:

- Dress in clean business casual apparel, wearing identification tag supplied by Yorkton Regional Health Centre
- Provide friendly customer service.
- Make coffee throughout shift using a Bunn Coffeemaker.
- Keep Gift Shoppe clean and tidy
- Use of basic cash register (training provided)
- Notify Administrative Assistant of The Health Foundation of East Central Saskatchewan if unable to fulfill shift responsibility.
- **Keep confidential all personal affairs and confidences of all clients.**

B. Background:

The Gift Shoppe provides a service that enables patients, families, visitors and staff to conveniently purchase confectionary, gifts, toiletries, etc. This is also a fundraising initiative that will benefit health care in our region.

C. Qualifications:

- Courteous and tactful.
- Ability to handle money and make change.
- Work well with little or no supervision.
- Dependable and punctual.
- Enjoy working with the public.

ORIENTATION:

- Supplied by the Regional Department of Volunteer Services and the Administrative Assistant for The Health Foundation of East Central Saskatchewan.
- Will be provided with orientation to the Yorkton Regional Health Centre.
- On the job training.

BENEFITS:

- Learn or develop new skills.
- Gain work experience.
- Build self-esteem and self-confidence.
- Improve health.
- Meet new people.
- Feel needed and valued.

OUR MISSION

To improve the health and well-being of individuals and communities through leadership, collaboration and the provision of high quality health services.

OUR VISION

Working together – for healthy people in healthy communities.