

Volunteer Position Description

Position Title:	Gift Shop Stockroom Volunteer
Position Type:	Non-patient Care or Service Personnel
Facility:	Edg
Position Summary:	
To prepare incoming merchandise for placement on the sales floor and assist in general stockroom organization.	
Qualifications:	
<ul style="list-style-type: none">• Ability to understand pricing structure• Capable of using pricing gun	
Duties & Responsibilities:	
<ul style="list-style-type: none">• Unpack merchandise, verify quantity, and price each item• Separate partial shipments for Covington• Notify stockroom assistant manager of damages items and shortages	
Key Accountabilities:	
<ul style="list-style-type: none">• Correct prices on merchandise• Adequate quantity shipped to Covington	
Time Commitment:	
<ul style="list-style-type: none">• 1 – 4 hour daytime shift per week	
Uniform:	
<ul style="list-style-type: none">• Approved volunteer uniform with badge	