

MEDICINE HAT & DISTRICT HEALTH FOUNDATION

Gift Shop Clerk Volunteer

The Gift Shop Clerk manages the retail counter at the Medicine Hat & District Health Foundation Gift Shop. Daily tasks include operating the cash register, lottery machine and providing customer assistance. Additional tasks include rotating merchandise, delivery flowers to patients, keeping shelves neat and decluttered.

Skills & Experience

- Ability to operate a cash register and lottery terminal (training provided)
- Ability to manage multiple tasks
- Excellent interpersonal and communication skills
- Ability to sit or stand for periods of time
- Basic computer skills an asset

Tasks

- Operate cash register and lottery terminal
- Replenish stock shelves and rotate merchandise
- Create eye-catching displays
- Answer phones and create delivery orders
- Provide light housekeeping and organizing
- Enter new products in the computer system
- Deliver flowers and gifts within the Medicine Hat Regional Hospital (where the Gift Shop is located)

Shifts are 4 hours in length
Morning, Afternoon or Early Evening Shifts available

Thanks to volunteer contributions, all proceeds from the Gift Shop are donated to the Medicine Hat & District Health Foundation



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