



## **URGENT Volunteers Needed**

### **Gift Shop**

**Position Summary:** Perform sales, greet customers, and assist in the general functions of the gift shop.

#### **Essential Job Functions:**

- Greet and assist all customers that enter the gift shop
- Follow proper operating procedures when performing transactions
- Provide excellent customer service to all that walk into the Senior Center
  - Offer assistance and information of current specials to customers.
  - Dust shelves frequently to maintain a clean appearance.

**Dates:** Monday (12:00pm-3:30pm), Tuesday (9:00am - 12:00pm), Thursday (12:00pm - 3:30pm), Friday (12:00pm –3:30pm)

**PLEASE CONTACT DEVORA MURILLO**

**if you're interested in volunteering (630) 483-5667**