



## **Volunteer Job Description**

**Position:** Tuck Shop Operator

**Purpose:** To be responsible for the operation of the Tuck Shop so residents, families, staff and visitors can purchase their own items.

### **DUTIES AND RESPONSIBILITIES:**

1. To take inventory of items in shop
2. To keep all monies accounted for
3. To keep all request for items
4. To keep Tuck Shop in clean conditions
5. To serve residents and families of Villa Leonardo Gambin
6. To fill out expense report at end of each shift.

**TIME COMMITMENT:** Four hour blocks day, afternoon or evening

### **REQUIRED SKILLS AND QUALIFICATIONS:**

- General knowledge and understanding of the needs of the elderly
- Good interpersonal skills
- Some accounting knowledge
- Able to handle cash expense report
- Reliable and committed to selected time

### **ORIENTATION AND TRAINING:**

A general orientation to the Home and job will be given by the Volunteer Coordinator or selected Staff/Volunteer prior to your first shift.

### **ACCOUNTABILITY/REPORTING:**

Responsible to the Volunteer Coordinator or Charge Nurse