

Volunteer Description

St. Andrews Rectory Gift Shop Volunteer

The St. Andrews Rectory is a National Historic site located at 374 River Road (corner of River Road and St. Andrews Road) in St. Andrews and is run by the St. Andrews Heritage Centre Committee. The site and surrounding areas are where many of the early Red River Settlers located with nearby heritage sites including St. Andrews Church on the Red, Lower Fort Garry and Captain Kennedy House.

The Gift Shop position; working under the supervision of the Gift Shop Chair, will be responsible to help operate the store.

DUTIES and RESPONSIBILITIES INCLUDE:

- Researching and networking with small business owners for merchandise purchases
- Creating relationships with vendors for product purchases and consignment agreements
- Opening and running the gift shop as required
- Greeting customers and answering questions regarding the store and its merchandise
- Maintaining knowledge of current sales, promotions, and policies regarding payments
- Computing sales, total purchases and receiving and processing cash or credit payments
- Ticketing, arranging, displaying and restocking merchandise to promote sales
- Cleaning floors, shelves, counters, and tables
- Maintaining records related to sales and performing monthly inventory counts
- Recognizing security risks and thefts, and knowing how to prevent or handle these situations

QUALIFICATIONS:

- Strong communication and interpersonal skills
- A friendly and energetic personality with customer service focus
- Must enjoy working with all types of people
- Basic math skills

OTHER DETAILS AND APPLICATION PROCESS:

Hours – Casual Position; 1-2 hours per week; hours can vary based on your schedule

Location – On site

Email or call Ellie Longbottom

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