

Classic Reruns Volunteer Job Description

Personal Presentation:

The volunteer will present as clean and professional. Greet people with a warm welcome, remember to thank anyone who volunteers or makes donations.

Treat clients, staff and volunteers with kindness and dignity.

Refrain from off color or offensive language, avoid negative comments about individuals or institutions.

Please arrive promptly for your volunteer time.

Classic Reruns manager is responsible for opening and closing the store and financial transactions involving customers.

Duties and Responsibilities:

1. Study the floor plan layout so you may replace items.
2. Check each day you volunteer for special notes, changes, communications or special instructions.
3. Set up and display of merchandise.
4. Rotate and change out seasonal merchandise as needed.
5. Other duties as assigned by the store manager.