

SERVICE DESCRIPTION FOR STUDENT PLACEMENT

Volunteer Services/ Gift Shops /Coffee Bars

Inventory counting, ordering and distributing/Gift Shop and Coffee Bar Retail Counter person/ Cash Counting / Office Administration/

Contact Person:

Paulette Jagatic

Manager

Spiritual Care, Student Placements & Volunteer Services

Hôtel-Dieu Grace Healthcare

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As a Blended Co-op student you will do a variety of duties assisting the coordinator of retail and student placements. Shifts may occur in other areas as needs arise (communications, event planning, office administration work, etc.)

- **Gift Shop:** We have two Gift Shops on Campus operated by students and volunteers. You will help organize merchandise; receive new stock, learn and practice design and display techniques to create effective visual presentations. You will learn merchandise co-ordination, mannequin presentation and creative marketing techniques. You will develop the ability to transform design ideas into practical creative displays that support retail sales. Set-up/take down displays; will learn debit/credit/cash transactions
- **Coffee Bar:** We have two Coffee Bars on campus operated by students and volunteers. You will help with maintaining stock levels and updating cash drawers on a weekly basis. You will count inventory weekly and you will help create and distribute weekly orders for candy, beverages, paper products, and other miscellaneous items for all four of our retail shops.
- **Office Duties:** light duties such as data entry, organizing files, etc., as assigned

Dress: Office attire; neat in appearance; no cleavage, underwear, or back showing when bending over to lift or move items