



Boonique Gift Shop

The Boone Hospital gift shop, Boonique, features snacks, drinks, gifts, seasonal décor, balloons and flowers for sale. The gift shop serves patients, visitors, and our staff.

Gift Shop Volunteer Job Description

Location: Main lobby of the hospital

Attire: Business casual

Volunteer Staffing Hours: Monday - Friday 8:30 a.m. - 4:00 p.m.

Job Responsibilities:

- Greet all customers, creating a friendly and inviting atmosphere
- Sensitivity and compassion to patients and their families
- Be a listening ear and lending hand
- Assist customers needing suggestions and offer assistance locating merchandise
- Answer phone and process phone orders
- Re-stocking merchandise
- Assist with patient deliveries
- Operate cash register (scanning merchandise, applying discounts, payment methods, etc)
- Assist in the general cleaning and upkeep of the gift shop
- Merchandising gift shop and display windows
- Communicate questions/concerns to Gift Shop Supervisor and Coordinator
- Other projects and tasks as assigned

* Homework and Books are permitted in-between customers