

Decorator Associate Description and Agreement

Qualifications

- a. Meet all the requirements of a Volunteer at the Marine Gift Shop.
- b. Ability to supervise volunteers.
- c. Have knowledge of retail merchandising.
- d. Experience with or a desire to learn about interior design and/or decorating.

General Responsibilities

- a. Report to the Assistant Manager.
- b. Read and sign this Decorator Associate Description (to be kept in the Personnel file).
- c. Schedule at least two full shifts per week and be available for every decorating day **OR** a full Saturday if unable to be at decorating day. Be available to work shipments, special events and inventory.
- d. Attend scheduled Marine Gift Shop Associate and volunteer meetings.
- e. Notify Assistant Manager or Volunteer Coordinator when unable to meet work commitment and communicate any planned leave.
- f. Adhere to the Marine Gift Shop dress code while working in the Marine Gift Shop.
- g. Comply with regulations outlined in the Marine Gift Shop Standard Operating Procedures.
- h. Complete cash register training and be competent in usage.

Specific Responsibilities

- a. Relay the Director of Operations and Assistant Manager's intent to other volunteers regarding the display of merchandise.
- b. Rotate available merchandise around the sales floor and in and out of the stockroom as necessary.
- c. Be knowledgeable about Marine Gift Shop inventory in order to answer customer and volunteer questions.
- d. Provide leadership and direction to volunteers during decorating days.
- e. Work with the Director of Operations and Assistant Manager to create a floor plan to ensure available merchandise is displayed effectively.

Associate Date

Director of Operations Date