



# VOLUNTEER DESCRIPTION

<b>Position Title</b>	<b>Snacks/ Flower Seller</b>	<b>Team</b>	Volunteer Committee & Fundraising Committee
<b>Reports to</b>	Fundraising Coordinator	<b>Responsible for</b>	Sell snacks, flower and other pre-packaged items and handle cash
<b>Volunteer duration &amp; time</b>	Refer to Sign-Up Genius		

## POSITION SUMMARY

The **Snacks/Flower Seller** will sell pre-packaged snacks and gift such as flowers. The volunteer will handle cash at the event. It is therefore necessary to have a cheerful demeanor and sales skills is not necessary but may benefit the position. The goal is to sell all the items.

## TASKS

There will be two types of positions. Please ensure correct position is selected in SignUp Genius:

1. Salesperson who will responsible for setting up and sales.
2. Cash Box Sales Volunteer who will be responsible for all the same responsibilities as Position #1 and possession of the cash.

**CAUTION: DO NOT MIX SALES WITH 50/50 SALES.**

#### POSITION #1 SALESPERSON

	It is the volunteer's responsibility to sign-in and sign-out on the "VOLUNTEER SIGN-UP" form.
	Set up a table (with chairs as necessary) and signage as per event layout. Refer to the "EVENT MAP" specific to the rink. IE: Ladner Leisure Center Winter Ice show layout. This table may be shared with the 50/50 ticket seller during large events.
	Obtain items for sale and displays from Fundraising Coordinator and display creatively. Obtain re-useable posters/ signage from Volunteer binder to display.
	Sell items and provide appropriate cash change to customer. Confirm with Volunteer Coordinator is sales needs to be separated by item (IE: flower versus candy)

	<p>DSC offers e-transfer payment and electronic tap. Volunteer may direct the customer to the nearest ATM as shown on the "EVENT MAP" if they wish to pay in cash. IE: ATM around the corner and across from the windows overlooking the pool. E-transfer to: info@deltaskatingclub.com If a password is required to set up, use "DSC".</p>
	<p>Volunteer shall be trained to use the electronic tap machine. Technical Specialist will be at event to train. Please arrive on time for the time slot shift. The payment machine may be shared amongst salespeople.</p>
	<p>Begin selling at the table as guests arrive.</p>
	<p>Continue to sell after event begins. Seller should walk around the rink with the items and continue to sell throughout the event.</p>
<p><b>POSITION #2 CASH BOX SALES VOLUNTEER</b></p>	
	<p>Please select appropriate position (on SignUp Genius) for volunteer who will be responsible for the cash box. Position #2 will obtain cash box with cash float (dollars and coins) from the Club Administrator. Volunteer must count cash in presence of Club Administrator to confirm float value is correct. Sign "FLOAT VALUE" form located in cash box. If value is incorrect, volunteer must notify Club Administrator before sales begins.</p>
	<p>This volunteer position is responsible for the cash. Do not leave cash box unattended.</p>
	<p>At the end of the shift, return cash and cash box to the Club Administrator.</p>

## EQUIPMENT REQUIREMENTS



- "VOLUNTEER BINDER" located in Coach's room which includes re-useable poster/ signage
- Cash box with cash, mostly coins supplied by Club Administrator
- Volunteer badges supplied by Volunteer Committee at event
- Table and chairs located at event location nearby
- Event Plan supplied by Volunteer Committee at event
- Items to sell, display container provided by Fundraising Coordinator
- "FLOAT VALUE" form