



Rideau Canal Museum

Volunteer Position Description

Gift Shop Cafe Attendant

Purpose of the Role:

- To provide refreshments to museum visitors
- To sell gift shop merchandise

Location:

- At the RCM Gift Shop, Smiths Falls

Duties and Responsibilities

- Tending cash, making coffee, washing dishes, serving public
- Undertake inventory of gift shop stock
- Ordering stock
- Clean and order stock displays

Time Requirements:

- 2-3 hours per week
- Year round

Skills and Qualifications Required

- Excellent interpersonal skills
- An interest in local history
- Proficient in use of cash
- Ability to work independently

Benefits:

- Opportunities to meet new people, expand skills
- Volunteer will be part of the World Heritage Site promotion,
- Enables RCM to improve its community profile/niche in community

Orientation and Training

Provided by the RCM Manager or VC:

- Tour of the museum and its facilities
- Training on volunteer policies and procedures
- Training on operation of cash, coffee maker, recording transactions, undertaking inventory, etc



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Level of Screening Required

- Application and Interest Form Completed
- Interview Completed (can be conducted by telephone)
- 1 personal reference/recommendation check completed

Supervision

- To be provided by RCM Manager

Safety Considerations/Precautions

- All volunteers will take into consideration and act in accordance with health and safety policies and best practices in the execution of their task

Date description developed:

March 2010

Date reviewed/revised: