

HENRY B. PLANT MUSEUM

1891 TAMPA BAY HOTEL • NATIONAL HISTORIC LANDMARK

To apply for HBPM Volunteer Council contact Todd Edwards, Volunteer Management & Tour Coordinator
TEdwards@UT.Edu

VOLUNTEER POSITION TITLE: Store Assistant	
JOB DESCRIPTION: Store Assistants oversee the running of the Museum Store during open hours. They assist customers with purchases, ring up items and complete transactions, restock merchandise, and clean/straighten between customers.	
SUPERVISOR'S NAME: Store Manager Scott Simpson	SUPERVISOR'S PHONE: 813-258-7307
SUPERVISOR'S E-MAIL: ssimpson@ut.edu	SUPERVISOR'S FAX: 813-258-7272

Number of volunteers needed	3 per day (morning, midday and afternoon shifts available).
Days and times that volunteers are needed	Daily, Tuesday through Sunday. Tuesday-Saturday: 10am-12:30pm, 12:30pm-3pm, 3pm-5pm. Sunday: 12pm-2:30pm, 2:30pm-5pm.
Required time commitment	Volunteers are to serve at a minimum 2 shifts per month. Scheduling priority is given to volunteers willing to commit to a weekly shift.
Top duties related to this position.	<ul style="list-style-type: none">- Welcome visitors to Museum Store- Sell merchandise (handles cash/credit cards)- Restock merchandise between sales- Use active selling techniques to help visitors select items
Special skills, physical abilities or other experience required	<ul style="list-style-type: none">- Familiar with a cash register- Ability to communicate well with others- Enjoy shopping, assisting others with shopping- Must have neat and clean appearance- Must work well under pressure
Training volunteers will receive in order to fulfill their responsibilities	Volunteers receive a Museum orientation followed by position specific training. Volunteers also view the orientation video, take the audio tour, and participate in ongoing trainings and seminars throughout the year.
Any other information related to the position	Seasonal and teenage volunteers accepted for this position. Volunteers must be members of the Museum.