



Ansonia Nature and Recreation Center
10 Deerfield Road, Ansonia, CT 06423
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Volunteer Job Opportunity:

Nature Store Attendant

Position: Nature Store Attendant

Staff Contact Person: Alison Rubelmann/Daniel Bosques

Time Requirement: Open, preferably 2+ hours/week; totaling no less than 40 hours

Availability: Weekday Mornings, Weekend Afternoons

Skills Needed (or willing to learn):

- Basic math comprehension
- Experience stocking and organizing items, up to and including taking inventory
- Cheerful attitude when talking with potential customers

Description:

- Keep inventory of available items
- Keep all items, both on shelves and in storage, organized (labeled and easy to find)
- Restock shelves with items from inventory
- Keep a record of sold items in the receipt book
- Take note of low stock and provide a list of the items that need to be re-ordered to the Director/Assistant Director
- Check to make sure prices for items are up-to-date (double the wholesale price)
- Make new signs for new items/items that have changed price
- Monitor the store while potential customers are inside
- Tally up purchases and provide receipts for in-store purchases

Date Posted: _____

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