

SCOTT ARBORTUM SELECTIONS – FALL SALE

Volunteer Job Description

Cashiers Chair

The Cashier Committee ensures that volunteers are available and trained to work as cashiers, scanners, label pickers, and money counters for all hours of the sale.

- Line up approximately 60 volunteers to act as label pickers, cashiers, scanner operators in 2-3 hour shifts as follows: Thursday and Friday 4:30-7:00 pm; Saturday 9:00 am-12:30 pm and 12:30-4:00 pm. Four lines are needed during the Preview Parties Thursday and Friday nights and all day Saturday.
- Label pickers pull scanner labels from customer's order, count to ensure number of labels picked is equal to number of plants in the order and place labels for scanner to scan.
- Scanners scan bar codes to create a bill of sale, ensure the total number of plants scanned is the same as number of labels picked. Bill of sale is taken to cashier for payment.
- Cashier collects the money. Payment is by cash, check, or credit card. Cashiers process electronic credit cards. Checks are stamped using the Scott Arboretum stamp. Phone numbers are needed for all checks and credit cards.
- Money counters count the cash, checks, and credit card charges at the end of each shift. Two people plus a guard take money to Scott office. At the end of each day, cash and checks are secured with Arboretum Director – e.g. put in safe in College Security office in Ben West or Scott office.
- Staff and Cashier Chair will arrange for training sessions for cashiers, scanner operators, and label pickers prior to the sale.
- Make instruction sheet for cashiers as to how to handle all forms of payment – cash, checks, and credit cards, vouchers, gift certificates, and tax exempt purchases.
- The Scott office will provide calculators, cash boxes, pencils, cash advance, self-inking Scott Arboretum stamp, and self-inking “for deposit” stamps and equipment needed.

GENERAL EXPECTATIONS:

- Attend all general Fall Sale meetings with staff and other committee chairs (typically two prior to the event and one following).
- Reach out to individuals who have expressed an interest in serving on your committee as relayed to you by staff or Volunteer Coordinator.
- Assist with the development of the budget based on your committee needs and function and/or work within the budget parameters.
- For any purchases made on behalf of the Fall Sale, submit receipts on completed expense reimbursement form.
- Submit final report by deadline requested to document committee efforts.
- Send thank you notes to volunteers serving on your committee (cards and envelopes supplied by Arboretum).