



## 2020 Gift Wrap Center Volunteer Procedures

- **Check In With The Manager Before Starting Your Shift**
  - Sign In Using Your Own Pen.
  - Read & Sign The COVID-19 Volunteer Consent Form.
  - Manager Will Provide Instructions.
- **Provide Excellent Customer Service**
- **Wrap Professionally**
  - Customers Are Paying Set Prices For Professional Wrapping.
  - Please Click [video](https://drive.google.com/file/d/0B9TcACCP5iEOd2IFVHBzRTRZM1k/view) To Get Gift Wrapping Guidance Or Cut & Paste.
- **Direct Customers To The Manager For All Questions**
- **Health & Safety Rules**
  - Wear Your Mask Over Your Mouth And Nose.
  - No Food Or Drink At Your Work Station.
  - Keep All Personal Belongings In The Assigned Area.

