



# VOLUNTEER OPPORTUNITY

**Position Open:** Monday, November 17, 2008, until sufficient applications received.  
**Position Title:** SURPLUS SALES STORE VOLUNTEER  
**Department/Division:** Procurement Services - Materials and Supply  
**Worksite Address:** City of Mesa East Warehouse, 7041 E. Adobe St., Mesa  
**# Hours/Week:** 4 to 8 hours per week  
**Days of Work Week:** Tuesday and Thursday  
**Start/End Hours:** 8:00 a.m. - 12:00 p.m.

**Position Description:** To assist Materials and Supply staff in duties involving the Surplus Sales Store. Greet customers; offer assistance; comprehend all cash register and bagging procedures; know opening and closing procedures; straighten and restock fixtures; be aware of locations of merchandise including rearranged and new merchandise on floor and in stock room; clean including: vacuum, dust, and take out trash; participate in annual inventory.

**Qualifications:** Must be proficient in ringing up sales on a cash register and/or computer, use credit card machine, ability to make change accurately and provide excellent customer service within 30 days of start date. Arrive on time, reliable attendance at assigned work shifts.

**Special Requirement:** Because of the confidential and sensitive nature of information handled, successful completion of a background investigation is required.

**Benefits:** 15% discount on Surplus Store merchandise and interacting with patrons.

**Training:** Volunteer orientation, customer service class, one-on-one training with Surplus Sales store staff.

**Application and Selection Process:** Human Resources reserves the right to close this position without prior notification. Please complete the Volunteer Application available at Human Resources or from our website. Applications will be reviewed and individuals may be selected for an interview. If you are invited to a testing process and might require reasonable accommodation to participate, please advise Human Resources at the time you are contacted.

**APPLY:** CITY OF MESA HUMAN RESOURCES  
MESA CITY PLAZA  
20 E. MAIN STREET, SUITE 130  
MESA, AZ 85201

**MAIL APPLICATIONS TO:**  
CITY OF MESA HUMAN RESOURCES  
P. O. BOX 1466  
MESA, AZ 85211-1466

**Website:** [www.mesaaz.gov/jobs](http://www.mesaaz.gov/jobs)  
OFFICE (480) 644-2365

JOB HOTLINE (480) 644-2759  
OR 1-800-662-5053 Toll Free

**The City of Mesa respects, values,  
and welcomes diversity in our workforce.  
To this end, we encourage all interested people to apply.**