

Sparrow Health System Volunteer Services

POSITION DESCRIPTION

Title: Popcorn Wagon

Location: St. Lawrence Campus

Purpose: To raise funds for Auxiliary Projects and build good will with customers.

Responsibilities: Obtain supplies from storage cabinet and cash box from Security.
Pop and sell popcorn.
Clean machine.
Return supplies to storage area and cash box to Security.

Requirements: Must be registered in the Department of Volunteer Services.
Must attend general orientation and on the job training.
Must obtain TB skin test yearly.
Must wear photo ID badge while on duty.
Serve as a role model for consistent demonstration of Sparrow Health System's Customer Service Behavioral Standards of Performance, by respecting the Privacy and Confidentiality of those we serve.
Demonstrate knowledge and respect patient, service provider, organizational confidentiality and HIPAA Security procedures and protocols as defined under the HIPAA Privacy and Security Procedures.
Follow established HIPAA privacy procedures when using and/or disclosing protected health information.
Maintain and protect patient rights under the HIPAA Privacy Standards.

Qualifications: Must be at least 14 years of age and able to safely reach the kettle.
Able to greet the public comfortably.
Able to work with persons of all race, creed, national origin, ethnic background, age or sex.
Able to respect the privacy of others.
Mobility and sight correctable to normal levels.

Supervision: Directly responsible to the Popcorn Chairman.
Overall responsibility rests with the Program Coordinator of Volunteer Services.