**As Needed Duties for Volunteers**

1. Wheelchair Roundup – (additional Service description to be signed and placed in file)
2. Check with Gift Shop to see if they have any pending deliveries
3. Deliver patient mail – dropped in Volunteer Office by Mailroom at 10:30AM and 2PM
4. Round on waiting rooms – replenish/replace magazines as needed, contact EVS if additional attention is needed
5. If Tower Café Volunteer is not present, round on Café, straightening condiment areas and wiping towels