

# Volunteer Duty Sheet Breakdown

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## Clothes

- Place clothes from smallest consignor number to largest consignor number, from left to right (disregard all letters and 0s – for instance, consignor #JG0035 is consignor #35.)

## Toys / Books / DVDs / Videos

- Place bins on the floor and presort items into baskets by thousands.

## Shoes / Socks / Blankets / Hats / Small Clothing / Accessories in Baggies

- Place bins on the floor and presort items into baskets by thousands.

## Tables

- Break down tables as they become empty – remember to leave several tables up for dinner!

## Back Room / Stock Room

- Check all accompanying rooms that may have been used for items that were pulled from the sales floor or were designated for donation.
- Separate items that need to go back into the sort and those that need to be set aside for donation.

## Preparing for the Sort

- Place consignor numbers on floor from left to right in a snake-like configuration:  

1	2	3	4	5
10	9	8	7	6
11	12	13	14	15
20	19	18	17	16

Large volume consignors should have their items put off to the side in one area near the exit doors. Tape their place marker on the wall.

## Secondary Sort

Everyone participates together regardless of Primary or Presort jobs.

- Take pre-sorted clothes and deliver consignor numbers to their respective location.
- Take bins pre sorted by thousands and deliver consignor numbers to their respective location.

## Sort Verification

- Take consignor pile and verify that all items belong to consignor. Use letters to differentiate sellers with similar numbers.
- Zip-tie hangers for ease of carrying.
- Box or bag loose items (books/videos/toys) for ease of carrying.

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Snacks and drinks are provided in the designated area.

Please use the time cards provided to sign in when you arrive and sign out when you leave so that I can keep up with your volunteer benefits. Thank you.

# Volunteer Duty Sheet

## Inspection Team

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### Designated Day: Inspection Day

Inspection Team Leader will notify you if you volunteer for this position to coordinate her team.

### Check Tags

- No smudged barcodes.
  - No staples, paperclips, or straight pins.
  - No whiteout, stickers, or changed prices.
  - No excessive use of packing tape
  - Tags are not sealed within a bag containing items
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### Inspect Clothes

- Clothing must be clean and odor-free.
- Clothing must be currently in-style.
- Clothing has no stains/holes in knee, heel, and seat areas.
- Ensure items are placed in the appropriate size area . (ex. 3T items is in 3T area)
- Clothing must not have any loose or missing buttons.
- Clothing has no broken zippers.
- Shoes must be in near-perfect condition.

### Sizes and Limits

- Nothing over size 5 for shoes.
- Nothing over size 16 for juniors, 20 for boys.

### Toys

- Toys are clean.
- Toys fully functional (check batteries if required).
- Check that like items are grouped together.
- Check all parts must be included (or otherwise noted).
- Bags must be sealed with clear packing tape.

### Items NOT Accepted

- Underwear/socks/nipples unless new in package.
- DVD or VHS over a PG rating
- Drop down side cribs

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## **Books/DVD/Videos**

- Check that like items are grouped together.
- Titles all facing same way.
- DVDs are inside the case, and are same title.  
(if not sealed).

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# Volunteer Duty Sheet

## Pre-Sale and Sale

### Floor Helpers

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#### Tag Removal Stations

There are two (2) volunteers per station:

- Volunteer #1 – **removes tags from toys** and loose items; once tags are removed, count the tags and count the items to make sure that they match. Write the count number on a blank index card.
- Volunteer #2 – **removes tags from clothes**; once tags are removed, count the tags and count the clothes to make sure that they match. Write the count number on a blank index card.

Be sure that all the pertinent information stays on the tag – including consignor number and price. Hand the customer their tags – including the count number.

#### Greeters or Pre-Sale Pass Takers

- Collect pre-sale passes for everyone attending the sale – **no pass, no admittance**.
- Check off special guests or attendees on the Special Guest List.
- Do not allow anyone to enter the pre-sale prior to their designated shopping time.

#### Customer Service or Assistance

- Watch the sales floor for people in need of assistance.
- Offer to take items to the designated hold area so that customers can continue to shop hands-free.
- Assist customers to cars with purchased items. Watch the sales floor for theft.
- Watch the sales floor for theft.

#### Security

- Watch the exit doors to ensure that everyone exiting has gone through the check-out line.
- Watch the sales floor for theft.
- Check security tags to make sure that the correct large item(s) is/are leaving with the correct buyer.

#### End of Volunteer Shift Responsibilities

- For two (2) tables of toys, make sure that the table is straightened and that all items belong on the table.
- For two (2) sizes of clothes, make sure that they are consolidated and moved up as the rack thins out.
- Sweep sales floor.
- Pick up safety pins or clothes that have fallen on floor. Place back on hangers and place item in appropriate area.
- Pick up any items or lost tags and match up items/tags in the lost tag bin.

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# Volunteer Duty Sheet

## Runners

### (Drop-Off, Sale Days, Pick-Up)

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#### Clothes

- Hang clothes according to the **smallest size on the rack** – that is, if an item indicates size 6-12 months, hang it on the 6 month rack.
- Hang shorter clothes on top rack – that is, short-sleeve shirts and shorts; pants and dresses should hang on lower racks.
- Group maternity clothes by S, M, L, and XL.

#### Toys

- Group like items together
  - Dolls / doll houses
  - Little people
  - Games / puzzles
  - Match box cars / trucks / play sets
  - Developmental toys
- Place in bins/area, appropriately marked with item type.

#### Books

- Group reading levels together.
  - Early reader
  - Maternity
  - Child care / raising
  - Educational / home school materials.
- All Titles must be in same reading direction.
- Display forward facing in boxes or bins.

#### DVDs / Videos

- Group according to category – DVD or video.
- All Titles must be in same reading direction.
- Display forward facing in boxes or bins.

#### Socks / Blankets / Hats / Small Clothing / Accessories in Baggies

- Place in bins, appropriately marked with item type.

#### Shoes

- Group by gender and size.
- Place in bins/area, appropriately marked with item type.

#### Large Equipment / Furniture

- Group all like items together

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# Volunteer Duty Sheet

## Organizers (Pre-Sale and Sale Days)

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### Clothes

- Double-check for stains, organization, and correct sizes.

### Toys

- Double-check that all like items are grouped together.
- Double-check that all battery operated toys are working.

### Books

- Double-check that all books are grouped by reading level.
- Double-check that all books are spine up.
- Double-check that all books are forward-facing and can be flipped through (if in bins/boxes).

### DVDs / Videos

- Double-check that all DVDs/videos are grouped according to category.
- Double-check that all DVDs/videos have titles in same reading direction.
- Double-check that all DVDs/videos are forward-facing (if in bins/boxes).

### Equipment

- Ensure that there is aisle space and room to walk.

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