

## KID MANIA LLC © Work Shift Descriptions listed in Alphabetical Order:

### BAGGER:

- You will be located at one of 7 Scanning Stations behind the tables at the COMPUTERS.
- Tell the Checkout Line Worker you are ready for next shopper in line.
- Help remove items from the IKEA bags and put clothes in order where the tags are visible.
- HANGERS ARE NOT REMOVED DURING PRESALE, THE CUSTOMER KEEPS THE HANGERS.
- Try to verify the price tags match the items they are purchasing (we don't want tag switchers!).
- Ask if the customer if they have a CLAIM TICKET to be scanned (this is from a Large Floor/Hall 4 Item). The scanner will scan either first or last for the Cashier to find quickly.
- The Scanning Worker will do all the scanning at the computer.
- Make sure ALL items are scanned; it is hard to hear the beep sometimes, help **count items with the Scanner Worker**.
- Watch for LARGE ITEMS (price tags still on them) items left in a baby stroller, a child's hand, etc that need to be scanned!
- **VIDEO games** are important to watch as well. The box should indicate the original game is behind you. There will be a box of video games in ID# order. Make sure the Price Tag ITEM number matches the Video Game ITEM Number. Place the game back into the box. Make sure the game is only scanned once and the customer actually gets the game. (not for DVDs).
- Make sure all sold items are placed in the bags and tied for the customer to take to the Pay Station.
- Direct the customer to the Pay Station with their completed GUEST CHECK and CLAIM TICKETS.
- ITEMS MISSING PRICE TAGS cannot be sold. We will have on the back table a box of TAGS FOUND to see if you can match them up. If not the item is placed on the MISSING PRICE TAG table.
- PRICE TAGS FOUND without an item are brought up to the Scanning Stations. Floater Workers will try to match up the MISSING PRICE TAG merchandise on the table. If not, they will place in the box of TAGS FOUND.
- Receipts and claim tickets will be checked at the door upon exiting as well as any strollers for forgotten items.
- If you notice anything or have a problem, please find and tell MELISSA.

### BAG COLLECTOR:

- You will be located in HALL 1 behind the Scanning Stations.
- When a customer is finished using our IKEA Bags, the Scanner/Bagger throws the bags behind them.
- Your job is to collect as many bags as you can out of the way and take them back to the front door for the next shopper.

### CASHIER:

- You will either be working the Cash Register or Credit Card Machine at the PAY STATION.
- The printer will be located next to you where receipts print with a Transaction ID#. Match it up with their Guest Check in hand with the ID# and the amount.
- Also ask if the customer is on our mailing list and direct them over to the SIGN UP FOR OUR MAILING LIST station.
- Tell the customer to leave their receipt out to show the DOOR Worker.
- **TAKE YOUR TIME.** We need to be accurate to balance at the end of the day.
- **NEVER LEAVE YOUR STATION WITHOUT NOTIFYING MELISSA.** The cash register should be locked if you leave.

#### CASH REGISTER

- We do not give out any receipts all we do is open the drawer to collect payment and make change.
- Big bills kept under the drawer and when you have too much money let Melissa know to remove.
- Large Bills (\$50 & \$100) are checked for counterfeit using our Counterfeit Detector Pen.
- Also let Melissa know if you need change.

#### CREDIT CARD MACHINE

- If you are using the credit card machine we will have a quick tutorial when you arrive all is run as CREDIT.
- We DO NOT need a signed receipt if it is run as a CHIP Card; we WILL need a signature if we swipe the card.
- Keep a merchant receipt copy with a paperclip in order of customers to verify at the end of the day settlement.
- We also do not give out a receipt from the machine if they do not ask, the printer RECEIPT is their receipt.

## COMPUTER ASSISTANT:

- On THURSDAY before presale you will help Melissa Network all the computers at the Scanning Stations.
- You will also set up the cash registers, credit card machines and printer.
- You will also set up each station with pens/guest checks/scissors/instructions/bins and bags.
- You will also put up any signs and table cloths or skirts where needed.

## DOOR:

- You will be one of 2 Workers located at the front door in HALL 1 with a highlighter pen
- You first will notify shoppers as they enter to make sure they went to **HALL 4** before entering. Hall 4 has larger items such as furniture, strollers, high chairs, car seats and other equipment that we will hold as they shop in Hall 1.
- You will greet customers and direct them to an IKEA Bag for easy shopping.
- You will notify each customer that SUNDAY all yellow price tags marked **DISCOUNT: YES** will be ½ price on Sunday. Make sure you tell them NOT ALL ITEMS, just items that actually have a star or say discount on the price tags.
- You will verify each person leaving the building has a receipt and if not, make sure they are not walking out with any items. You must keep your EYES open of where people are coming from to make sure they are not walking out with any unpaid merchandise.
- Inspect Strollers leaving the building to make sure items are not stuck underneath or inside umbrella fold.
- Make sure you do a double take of the receipt making sure all items they are walking out with are listed. The cashier will circle the number of bags they are leaving with on their receipt. If all is good use your highlighter and check off the receipt (JUST LIKE AT SAMS CLUB).
- Verify all CLAIM TICKETS are also stamped PAID and remind them they need this ticket to claim their item in Hall 4.
- Ask if the customer is on our mailing list and direct them over to the SIGN UP FOR OUR MAILING LIST station.

## EQUIPMENT - HALL 4:

- You will be located at the smaller HALL 4 with all of the Furniture and Equipment.
- BEFORE PRESALE make sure both halves are attached to the claim tickets before we open the doors.
- All items WILL have a CLAIM TICKET attached securely.
- Shoppers will be entering your building. If they see an item they want to purchase, they only need to rip off the bottom portion of the CLAIM TICKET and take it with them. We will HOLD their items in this hall until they pay for them in HALL 1.
- When the shopper is ready to checkout and pay, they need to provide the Claim Ticket to the Scanning Stations & then the Pay Station (LOCATED IN HALL 1). The cashier at the Pay Station will stamp PAID on the CLAIM TICKET.
- When a Shopper returns, they must provide their PAID CLAIM TICKET in order for you to locate their item to match up the CLAIM TICKETS to remove from the building.
- ALL ITEMS MUST BE PURCHASED THE SAME DAY, we DO NOT HOLD longer than that day.
- Tell the Shopper if they change their mind to bring back the CLAIM TICKET or give to a Worker in a Blue Apron.
- If the shopper has to LEAVE to get a larger vehicle or come back for some reason, you must first get Melissa's permission to WRITE THEIR NAME and PHONE NUMBER on the top of the CLAIM TICKET and when they are coming back (same day).
- Watch all doors and bathrooms to make sure items are not removed from this building without being checked first.
- You may have to assist a shopper tear down or break down an item. If tools are required, we will leave them at your work station. Make sure they are returned.
- You may also have to assist a shopper getting the item out of the building or possibly to their car. Have them bring their car up to the door on the FRONT of the building (DO NOT LET THEM PARK ON THE PEBBLED AREA) and assist. MAKE SURE ANOTHER WORKER IS IN THE BUILDING AT ALL TIMES.
- On Saturday, if the hall becomes empty or close to empty, we can begin moving items back over to the main HALL 1.

## **FLOATERS:**

- You will be out on the floor floating around in HALL 1. Know where items are located ALL will be doing:
- Watch for shoplifting and un-intentional shoplifting. Customers leave items in their strollers, kids have items in their hands, people take things into the bathroom or place in already paid for shopping bags.
- You will assist customers and direct them as needed for different locations though out the building.
- You will assist customers by also directing them to HALL 4 for Larger Items (furniture, pack n plays, strollers, swings, etc).
- There will be blue IKEA Bags at the front door to help customers carry their merchandise.
- **ALL will ask if the customer is on our mailing list, if not direct them to the Mailing List Coordinator.**
- Receipts and strollers will be checked at the door upon exiting!

### **FLOATER – Bath Rooms / Changing Rooms**

- Watch people are NOT taking merchandise into the bathroom unless they are trying on clothes, those items ONLY can enter.
- You will verify items going in are items coming out and the TAGS MATCH (no switching).
- You will have to give a corresponding garment # card to take into the changing room.
- Watch the Video Games and Electronics for theft.
- Watch the back door to make sure nobody enters or exits that door, unless if there is an emergency.

### **FLOATER – Boutique Section**

- There will be 2 Workers next to the Boutique Items in Hall 1.
- One will stand at the begging of the section and one at the end to secure those items from NOT leaving this section.
- When a shopper wants to make a purchase, items are placed in a bin with ½ of a claim ticket & the shopper gets the other.
- The front Worker will take the bin and place behind the scanning stations for when the shopper is ready to pay.
- Advise the shopper to continue shopping & when they are ready to get in the checkout line with any other purchases. When they arrive at the scanning station to give them the claim ticket to match up with their Boutique Items to purchase.
- Do NOT leave this area without a 1 Worker left to watch over these items.

### **FLOATER – Check Out Line**

- You will make sure the next person in line finds an open Scanning Station quickly.
- We will have Rolling Racks to start putting their clothes on the Rack with the tags all facing the same way.
- Leave their Misc. items in their bags and take with them with their rolling rack to the next open scanning station.
- Take the clothing off the racks and put on the Scanning Desk with the tags all facing the same way.
- Return the rack to the line to help the next person.

### **FLOATER – Clothes/Shelves**

- You will be watching over items that may have fell off the clothes rack or need to be put back on the shelves.
- You will be assisting the Organizers of the Front Tables and Back Tables as needed.
- If you find an item MISSING A PRICE TAG, look on the floor & surrounding area. If you cannot find, bring it up to the front. There will be a box marked TAGS FOUND. See if you can match up a price tag from this box. If not this item CANNOT be sold and must be placed behind the Scanning Stations on the MISSING PRICE TAG table or rack.
- If you find a PRICE TAG on the floor, check to see if you can find the item in that area. If not, bring it up to the front. There will be a table/rack marked MISSING PRICE TAG to try to match up to an item. IF NOT, you need to place in the TAGS FOUND box.
- If you locate small pieces of a toy or game, see if you can find the item on the floor that it would go to. If not, bring it up to front and place in the LOST and FOUND.
- You may need to explain how large CLAIM TICKETS work. The customer just leaves the item on the floor, but tears off the bottom portion of the ticket to take it to a Scanning Station. Once it is paid for they can come back and claim it. Nobody can take an item off the floor without the bottom portion with the price tag. It is actually being held for the customer until payment.
- You will assist Shoppers as needed. Anything suspicious or negative comments please see Melissa.

## HALL & RACK SET UP:

- This is a Great Shift for a Husband or Father. (TABLES ARE ALREADY SET UP BY THE FAIRGROUNDS).
- Storage Pods will be at the fairgrounds to unpack and set up items inside the hall (IF NOT DONE BEFORE YOU ARRIVE).
- Wood poles are placed around the perimeter of the hall with 10' conduit. We will instruct how to assemble.
- Metal Racks must all be assembled on the right side of the hall. We will instruct how to assemble.
- Additional Metal Racks and Plastic Shelves will have to be assembled for items such as Melissa & Doug Toys.
- Some metal signs, banners and yard signs are placed outside of the hall.
- Tools will be provided
- If we finish early we will do some HALL PREP putting up some signs, size dividers, etc.

## HALL PREP:

- You will help finish setting up the last few items in our halls before Drop Off begins.
- Size Dividers and signs will be placed on the racks.
- Magnetic Signs are placed all around the halls inside and out.
- Small Metal Signs are placed on the tables as well as smaller taped signs on the sides or on some racks.
- Some banners or yard signs may need to go up.
- Set up the Worker Station / Lost and Found / Video Game and Tag Box Area.
- Set up the changing room with the carpet, mirror and signs.
- Prepare Drop Off Stations with Racks/Carts.

## IKEA BAG COLLECTOR:

- Each shopper gets to borrow a large ikea bag to shop with and will return to the Scanning Stations.
- After the shopper unloads their bag, the scanners or baggers will put the ikea bags behind them for you to collect
- Collect the bags and give them back in the bins at the front door for the next shopper to use.

## INSPECTOR – HALL 1:

- You will be located at one of 5 or 6 DROP OFF Stations (each station will have an inspector and sorter)
- You cannot drop off your own items during your Shift.
- Consignors arrive every ½ hour for Drop Off. This must be a fast process before the next drop off.
- You will have rolling racks for clothes and carts for the table and floor items.
- Remind each consignor that they need to CHECK IN with the Sign In Coordinator before they leave.
- Consignors are to help as much as possible with placing items on racks by gender / size order and on carts for inspection. In a pinch, they can also place items at for sale if they have already been inspected but only with Melissa's approval.
- Inspect each item to make sure they follow the KID MANIA guidelines BEFORE THE CONSIGNOR LEAVES:
  - 1) Items must be laundered, clean from musty smell, no pet hairs, stains, rips, missing buttons/snaps or drawstrings.
  - 2) Must be Seasonal Items, 15 pair of shoes each gender for KIDS and 5 pair each gender for Jrs (Adult size 8+)
  - 3) Items that require a battery **must have a working battery.**
  - 4) Video Games are NOT kept in the box (unless new or taped shut). They should have 2 Price Tags. One on the box (without the game) and one on a zip lock bag (containing the game). The Box price tag should advise the customer the game will be provided after the items has been scanned. The zip lock bag w/ second price tag should be placed in the BOX behind check out by ID# order. It's a BLUE container called Video Games. (NOT for DVDs).
- If they have a PERFECT inspection and/or DONATING ALL (all tags must be yellow & say donate:yes) then they win a GOLDEN TICKET – see Melissa to verify.
- Reject Items that are not approved using the REJECTED stamp and indicate the reason. See Melissa FIRST.
- Give rejected items back to the consignor to take home with all their trash, bins or boxes.
- Once you inspect, immediately pass along to the Sorter Worker to place on the floor so they can return racks/carts asap.
- Inform Consignor to see the Sign In Coordinator to check out, get their passes and if they are coming back for unsold items, they need to leave with the Sign In Coordinator one small (18gal) bin with NO lid, ID# & Name on the short ends.

### **MAILING LIST COORDINATOR:**

- You can be located at the end of the Pay Station or Walking Around with an iPad.
- There is also a backup "SIGN UP SHEET" for people to use a pen and fill out a form (only as a backup).
- You are to promote the advantages on getting on the EMAIL mailing list – early reminders, pictures and info about contests and prizes (\$100 Shopping Spree!). There is NO JUNK MAIL or SPAM and all info is confidential to this sale only.
- You must be accurate with getting the Spelling and Capitalization correct – double check with each person for accuracy.
- Also encourage them to LIKE our Facebook Page and Follow us on other social media

### **ON LINE ADVERTISING:**

- You will be given KM Facebook Administrator Credentials to share and promote our Event Page to FB Groups.
- You will be given a script, pictures, etc to advertise on local on line listings and update that list as needed.
- You will be advertising every week beginning the month of the event all the way up until we open.

### **ORGANIZER FRONT TABLES and ORGANIZER BACK TABLES:**

- You will be working in Hall 1 and organizing the set of tables in the front or back of the room.
- There will be signs on the tables and you match up the price tag description with that area of the table.
- Tables are organized during DROP OFF; however, as we add items and the sale begins, things are moved around.
- Tables need to be organized for easy shopping and for KID MANIA to take great pictures for shoppers to come to the event.
- Put together "LIKE" items together. Same items are put them together nicely and facing towards the center of the room.
- BIG items and items that won't get dirty (in a box or plastic) can go on the floor.
- SHOES keep in size order and bring shoes in the bottom bins to the table once there is room.
- If you see tags missing or find a tag, we have a MISSING TAG BOX and LOST AND FOUND behind the Scanning Stations in hopes you find the matching set, reattach the tag and put back on the floor.
- BACK TABLES Worker. Make sure the USED Melissa & Doug Toys are NOT on the NEW Melissa & Doug Displays. We have a table for Consignor's USED Melissa & Doug Toys.
- The idea is make it easy to find items, make it look nice and keep our shoppers wanting to come back.

### **POD / UHAUL UNLOADER:**

- This is a Great Shift for a Husband or Father. Melissa will be instructing you all the way but basically:
- Storage Pods will be at the fairgrounds to unpack and bring into Hall 1.
- Wood poles are placed around the perimeter of the hall with 10' conduit.
- Metal Racks must all be assembled on the right side of the hall by COLOR TAPE.
- Plastic Shelves will go on the tables (20 per row)
- Metal Racks mostly go in the back next to the tables or in the corners
- Rolling racks are taken to the front with the IKEA Bags
- Wooden Shelves are at the front entrance for the books
- Some metal signs, banners and yard signs are placed outside of the hall.

### **RACKS & LOADING:**

- On Sunday at 2pm we begin sorting all of the Unsold Inventory by Consignor ID# and Donations are placed on tables.
- Workers are NOT to sort their own personal items OR begin loading their items during this shift.
- We will provide tools; however, if you bring your own (Screwdriver), it will go faster.
- We will also direct you where to start and extra items to load into the units.
- By the time you arrive we should have had an hour head start removing items from the racks.
- You will disable the racks and load them into the portable storage units.
- You will also load any other racks, carts, black card board shelves, metal signs, bins, etc...
- ALL TABLES remain for the fairgrounds. We do not have to break them down.

## SCANNER:

- There will be a fast training course and instructions at the 1 of 7 Scanning Stations using the COMPUTER.
- A bagger will assist you and at the CheckOut Lines there will be a Check Out Line Worker.
- The bagger will prepare items to be scanned before bagging. Make sure the tag matches each item as scanning.
- Verify you scanned in EVERY ITEM (**count items scanned should match the number on the screen or go back**).
- Ask for any CLAIM TICKETS to be scanned first or last of each transaction for the Pay Station to find quickly.
- If they have a computer/video game, the actual game is not in their box, you need the bagger to get it in the VIDEO GAME Box located behind Check Out. Make sure they match up and put the game in the box for the shopper to take. (not for DVDs)
- We cannot sell anything without a price tag (verify the lost and found area behind the Scanning Station).
- Advise the customer of the total and on the GUEST CHECK write TRANSACTION ID#, THE \$ TOTAL, and CIRCLE the number of bags they have or anything loose they are carrying. Hand to the customer with any CLAIM TICKETS to take to the Pay Station. They will match up their GUEST CHECK with the actual Receipt you print by the cashier. (CLAIM TICKETS will be stamped "PAID" after we get their payment at the Pay Station).

## SECURITY:

- You will be located ALL AROUND THE BUILDING LOOKING FOR SHOPLIFTING.
- You will need to watch to make sure nobody uses the back door (emergencies only).
- You will need to watch the bathrooms, if there is not a Floater Worker assisting, alert one of them a customer went into the bathroom (especially if they have merchandise!)
- Watch moms & strollers and make sure people are not hiding items underneath their own children or anywhere in the stroller.
- Watch people are not placing merchandise in their clothes or bags.
- Watch children are not walking around with items and leaving with them in their hands.
- Watch anyone suspicious and notify other Worker to watch as well.
- Customers leaving the building must have a receipt with a yellow highlight to prove they paid.
- If you notice anything or have a problem, please ask for Melissa or her husband Wayne.

## SIGN IN COORDINATOR:

- You will be at the front desk making sure you CHECK IN each Consignor at Drop Off .
- You will have a SIGN IN Sheet and will indicate who checked in and received all of the pertinent required information.
- As each person comes in you will direct them to their appropriate area (Drop Off Station). And once they drop off their items to MOVE THEIR CAR to the side and come back in to complete their Drop Off process.
- Before Consignors leave you need to make sure:
  - 1) Signed their Recall and Waiver Agreement.
  - 2) Provide any CAR SEAT or CRIB Check-off List (this will be given to Workers in HALL 4 as they drop off).
  - 3) Verify their Work Shifts & receive the Presale Pass and/or their family/friend Presale Passes.
  - 4) If a family/friend is working for them, they need to submit a signed Worker Agreement Form signed by the family/friend.
  - 5) If ALL of their price tags are YELLOW and say "DONATE:YES" then they receive a GOLDEN TICKET and NOT have to return on Sunday NOR do they leave a BIN behind. ALL Tags must say DONATE – not some.
  - 6) If they have any tags that say "DONATE:NO", they leave being 1 small bin with NO LID with you. Their ID# and Name should be on the short ends of the bin and put in number order next to you until we move & store until Sunday.

## SIGN OUT COORDINATOR:

- You will be at the front desk making sure you CHECK OUT each Consignor picking up their unsold items. (SUNDAY 5:30 – 8:00 Work Shift).
- You will have a SIGN IN Sheet and will indicate who checked out and collected their unsold items with the following:
  - Direct them to their designated ID Table. Make sure they are looking at the price tags for THEIR items ONLY.
  - Boutique Bins will be Behind the Scanning Stations and make sure they take only their boutique bin.
- Then have them the tables with you to make sure they have done all of the following:
  - 1) Verified if they have any tags the Missing Tags Box
  - 2) Verified if any of their items are in Lost and Found
  - 3) Verified if any of their unsold items are in the Video Game Box
  - 4) Collect any large items left in front of the Sign Out Desk in the middle of the floor

## **SORTER - SET UP HALL 1: During DROP OFF**

- THIS IS FOR THE MAIN HALL 1 (BIGGEST BUILDING).
- You will be located at one of 5 or 6 DROP OFF Stations (each station will have an inspector and sorter).
- You cannot drop off your own items during your Shift.
- Consignors arrive every ½ hour for Drop Off. This must be a fast process before the next drop off.
- The inspector must check each item before you can put them out on the floor.
- Quickly take a rack of clothes or a cart of items and place them out for sale.
- Clothes are on the racks by Gender and Size. Girl clothes are on the left side of the hall starting with BOUTIQUE then, Newborn to JR and the Boy clothes are on the right side of the hall starting with BOUTIQUE then Newborn-Jr. ONLY Maternity Clothes, BOUTIQUE Items, Winter Jackets/Snowbibs & Halloween Costumes are separated from the normal racks.
  - 1) Review the Size Dividers on the racks and signs on the wall.
  - 2) Place the sizes BEHIND the appropriate SIZE dividers. If you are unsure where to place the clothing with the size dividers, use the beginning size number. Example if the Divider says 3 (than anything that starts with 3 is directly behind 3mo, 3-6mo, 3-9mo, etc..
- Tables on the left side of the hall have metal signs on the first table of each row to direct what goes on that table. On the sides of each table, there will be smaller signs for more specific categories. Try to place in the appropriate area and stage the area with LIKE items together.
- Tables in the center are meant for the Vendors on Thursday starting at 11am to start setting up.
- The back walls shelves are for Books/DVDS/Electronics etc.
- Video Games should have 2 Price Tags. One on the box (without the game) and one on a zip lock bag (containing the game). The Box price tag should advise the customer the game will be provided after the items have been scanned. The zip lock bag should be placed in the BOX behind check out by ID# order. (not for DVDs)
- LARGE ITEMS such as furniture, strollers, excersaucers are placed in HALL 4, other small items go under the tables.
- Return racks and carts as soon as you can to the inspector to retrieve additional inspected items.

## **SORTER & INSPECTOR - HALL 4: During DROP OFF**

- THIS IS FOR THE SMALLER HALL 4 (FURNITURE & EQUIPMENT).
- You will be located inside this hall to help Consignors with their LARGE Items (Not Toys that can fit under a table).
- You cannot drop off your own items during your Shift.
- Consignors arrive every ½ hour for Drop Off. This must be a fast process before the next drop off.
- Inspect each item to make sure they follow the KID MANIA guidelines:
  - 1) Items must be CLEAN, no musty smell, no pet hairs, stains, broken pieces
  - 2) Car Seats and Cribs MUST have a Check-Off list for each to prove they are NOT recalled and you MUST have a Waiver given to you (Check List) to make sur the Consignor did they research. Keep the forms in Hall 4.
  - 3) Items that require a battery **must have a working battery**.
  - 4) We do not accept TWIN Mattresses (only infant or toddler beds mattresses).
- You can assist consignors attaching CLAIM TICKETS to EACH ITEM. This hall MUST have a claim ticket attached to every item. Verify every CLAIM TICKET is filled out and attached according to the directions (located at your station).
- Sort and arrange the hall with LIKE items. Make a row of beds, a row of Strollers, a row of pack n plays, etc.
- Arrange the hall where it is easily acceptable for all shoppers to walk around.
- Watch all items that have entered the building DO NOT LEAVE the building (watch all doors).
- Never leave this building unattended.

### **SORTER - DONATION TABLE (Sunday):**

- On Sunday at 2pm we begin sorting all of the Unsold Inventory by removing the Donated items first for your table.
- Workers are NOT to sort their own personal items OR begin loading their items during this shift.
- Tear Down Workers will bring Items to you at the Donation Tables.
- Yellow Price Tags marked “**DONATION: YES**” are for donation for your table. **VERIFY EACH TAG says DONATION YES!**
- Work with the Workers at your table to decide how each of you will work together for a quick turn-around.
- GENESIS CENTER is one charity that only accepts Maternity Items, Newborn – Size 4, Shoes to Size Toddler-6 and necessity items. They DO NOT take Toys, books, movies, etc. We put their items in bags on the floor in the corner.
- THE WASHINGTON CITY MISSION is the other charity that will accept EVERYTHING from Clothing Size 5 and above, including all other items the Genesis Center does not accept. They have the BIG BINS to put your bags into by category. A BIN for only clothing, accessories, toys, furniture, etc..
- Place the items for donation nicely in the large black bags provided & keep separated by charity behind you.
- Also be careful with all inventory and be respectful with other consignor items.
- CONSIGNOR PICKUP is 7pm-8pm and DONATION PICKUP is at 8pm.

### **SORTER – MELISSA & DOUG (Sunday):**

- On Sunday at 2pm we begin sorting all of the NEW Melissa & Doug Toy Displays.
- Remove any “CONSIGNOR” items that have WHITE price tags immediately and put with the unsold consignor items.
- Remove all NEW Melissa & Doug Toys (with a Green Price Tag) and place LIKE items in boxes provided by Melissa.
- Once boxes are full bring them to the front of the building behind Check Out. SEE MELISSA for location.

### **SORTER & TEAR DOWN - CLOTHES (Sunday):**

- On Sunday at 2pm we begin sorting all of the Unsold Inventory by Donations first then by Consignor ID#.
- Workers are NOT to sort their own personal items OR begin loading their items during this shift.
- While the tables are getting clear you will pull from the clothing racks with Yellow Price Tags that have **DONATION: YES** and put them on the donation table. Work with your Workers in your section. Say the first will work in Newborn – 3 mo, 1 will work in 6-9mo, 1 in 12-18 mo and so on, checking back with each other that all sizes have been checked all racks for donations.
- Use the rolling racks equally between Workers to help with this process.
- All the donated items are placed on the appropriate donation table: The GENESIS Center only take Newborn – Size 4 and necessity ONLY, the Washington City Mission will take all other donated items. Verify your tags say DONATION: YES.
- The remaining items NOT for donation will go back to the consignor. On the tables there will be Signs with the Consignor ID# and Name. The tables will be in ID# order. Be careful with making sure you place the right items on the right table. If you see something on the wrong table make an announcement out loud to make sure everyone knows we made a mistake and to double check their items going on tables, and immediately put on the right table.
- Also be careful with the entire inventory and be respectful with other consignor items.
- CONSIGNOR PICKUP is no earlier than 7PM and ends at 8PM.
- DONATION PICKUP is at 8PM

### **SORTER & TEAR DOWN- TABLES & SHELVES (Sunday):**

- On Sunday at 2pm we begin sorting all of the Unsold Inventory by Consignor ID# and Donations.
- Workers are NOT to sort their own personal items OR begin loading their items during this shift.
- We start at the Tables by pulling off Items with Price Tags that have **DONATION: YES** and put them on the donation table. Then we remove all items from the tables in blue IKEA Bags and put them on the side.
- Work with each other and use the IKEA Bags and Carts to move items around.
- Once tables are clear, Melissa and a Worker will place Signs with Consignor ID#s and Name (in number order).
- Now begin sorting by Unsold Items and placing them on the appropriate Consignor ID# table.
- ALL UNSOLD BOOKS are put into boxes for donation to the Salvation Army. We do NOT give them back to the Consignor.
- Be careful with making sure you place the right items on the right table. If you see something on the wrong table make an announcement out loud to make sure everyone knows we made a mistake and to double check their items going on tables, and immediately put on the right table.
- Also be careful with the entire inventory and be respectful with other consignor items.
- CONSIGNOR PICKUP is no earlier than 6PM and ends at 7PM.
- DONATION PICKUP is at 7PM.