



# Central Kids Consignment Shift Descriptions

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The following explains what you will be responsible for when assigned to a particular job. Please be aware that job assignments can change if help is needed in another area! Please be flexible and realize that we all need to work Together to make our sale as successful as it is! If you find that you are not fully engaged in a job, ask your Shift Supervisor if she needs help elsewhere.

## THURSDAY EVENING

### Organizing 8:00pm-10:00pm

1. If working this shift, you must distribute your own items between 7:30pm-8:00pm!
2. Move racks and signs as needed.
3. Organize the sales floor.

## SATURDAY MORNING

### Shift Time Slots - 7:15am-9:30am, 9:30am-12:00pm, 12:30pm-2:30pm

#### Shift Job - Detagger

1. Remove tags
2. Check INSIDE any and all bags/boxes for items
3. Validate number of tags matches number of items
4. Put colored tape on tags for large items
5. Wrap colored tape around the top of any large bags
6. Wrap colored tape around groups of clothing hangers
7. Put tags in numbered boxes to give to the cashier \*\*\*Will explain in further detail at your shift\*\*\*

#### Shift Job - Cashier Assistant

1. Call out the seller number and price of all items to the cashier
2. Check for "Big Ticket" items and fill out card as appropriate
3. Ask shopper to submit email address on the "Sale Notification Sign-Up Sheet"

#### Shift Job - Porter

1. Seek out opportunities to assist shoppers with transporting their purchases
2. Help shoppers carry items to their cars
3. Check all bags and items for colored tape

#### Shift Job - Door Security

1. Remain by your assigned station
2. Do not let any items into the bathroom
3. Do not allow anyone to leave out of any door except the exit door by the registers
4. If you are watching the exit door, make sure that all items have colored tape indicating they have been paid for.
5. As shoppers enter the building, check any bag he/she may be carrying to be sure that they are empty and do not allow shoppers to bring in previously purchased items (including shopping bags) which are marked with the colored tape
6. If a shopper enters the building carrying a baby in a Baby Bjorn or backpack-type carrier, please mark it with colored tape when he/she enters, so that we know he/she entered with it (helps prevent shop-lifting of these types of items).

#### Shift Job - Floor Help

1. Watch for theft. Notify your Leader if you suspect someone of shoplifting
2. Clean up debris from the sales floor
3. Check areas for any clothes or sale items that need to be returned to their appropriate areas
4. Straighten and organize the sales floor
5. Assist shoppers in calling for porters, when needed
6. Answer shopper questions
7. **Near Closing:**
  - a. Start organizing all clothing items in numerical order by Seller Number on racks and tables
  - b. Start consolidating and breaking down racks, when possible
  - c. Start consolidating and breaking down tables, when possible
  - d. Move empty racks to the back of the building, near closet door

#### Shift Job - Clean-Up / Rack Break-Down (4:00-6:00pm)

1. Assist with distributing items by Seller Number along walls
2. Assist with collecting and organizing the donation table
3. Break down all tables and racks and move them to the front of the building, near Family Life Center doors
4. Sweep and clean the building, as necessary