

## ***THRIFT STORES VOLUNTEER OPPORTUNITIES***

### ***ARDMORE STORE***

#### ***PROCESSING DEPT***

##### ***CLOTHES SORTING***

SCHEDULE: TUESDAY THROUGH FRIDAY 9AM TO 5:30PM, ANY COMBINATION OF HOURS

##### ***ACTIVITIES:***

- SORT DONATIONS BY CONDITION, GENDER AND STYLE.
- SEPARATE CLOTHING ITEMS FROM SEASONAL DECORATIONS, TOYS, ELECTRONICS AND HOUSE WEARS. SEPARATE CLOTHING ITEMS INTO GENDER AND STYLE EXAMPLE LADIES PANTS, BOYS PANTS, GIRLS TOPS, MEN'S SHIRTS, SHOES INTO MEN'S, LADIES, BOYS, GIRLS AND CHILDREN'S CATEGORIES ETC.
- MUST BE CAPABLE OF MOVING STOCK. VERY PHYSICAL JOB WITH LOTS OF BENDING AS WELL AS STANDING TO DO THE WORK. MUST BE ABLE TO LIFT UP TO 30 POUNDS AND USE A HAND TRUCK TO MOVE BOTH EMPTY AND FULL BANANA BOXES.
- HANG PRICED CLOTHING AND FLAT GOODS FOR DISPLAY ON THE SALES FLOOR.

##### ***MISCELLANEOUS HOUSE WARES***

SCHEDULE: TUESDAY THROUGH SATURDAY 9AM TO 5:30PM, ANY COMBINATION OF HOURS

##### ***ACTIVITIES:***

- SORT AND PRICE HOUSE WARES, GLASSES, DISHES, BOOKS, FLOWERS ETC.
- STOCK THE SALES FLOOR SHELVES WITH HOUSEHOLD ITEMS AND BOOKS.
- STRAIGHTEN AND ORGANIZE DISPLAY SHELVES, THE BOOK DEPARTMENT AND FURNITURE.

##### ***TOYS/SEASONAL DECORATIONS***

SCHEDULE: TUESDAY THROUGH FRIDAY 9AM TO 5:30PM, ANY COMBINATION OF HOURS

##### ***ACTIVITIES:***

- SORT, TEST AND PRICE TOYS, GAMES, PUZZLES, DOLLS AND STUFFED ANIMALS FOR THE SALES FLOOR.

- SORT, TEST, PRICE AND BOX FOR STORAGE ALL SEASONAL DECORATIONS LIKE EASTER, CHRISTMAS, HALLOWEEN, ST. PATRICK'S DAY ETC.
- SORT AND PRICE ALL SCHOOL AND PARTY SUPPLIES AND GREETING CARDS.

### ***SALES FLOOR CLOTHING DEPARTMENT***

SCHEDULE: TUESDAY THROUGH SATURDAY 9AM TO 5:30PM ANY COMBINATION OF HOURS

#### ACTIVITIES

- PICK UP CLOTHES AND OTHER ITEMS LYING ON THE FLOOR. PUT ON A HANGER, AND PUT ON CORRECT RACK IN THE DEPARTMENT OR TAKE THE ITEMS TO THE CORRECT DEPARTMENT AND PUT THEM ON THE SHELVES.
- STRAIGHTEN CLOTHING RACKS BY REMOVING THE EMPTY HANGERS AND COLOR COORDINATING RACK (IF APPLICABLE).
- MATE SHOES.
- FOLD CLOTHING ON DISPLAY TABLES.
- TAKE EMPTY SHOPPING CARTS TO THE FRONT OF THE STORE.
- SORT DONATED EMPTY BAGS FOR THE CASHIER.