

Job Descriptions

Setup Check In: First contact! You will meet the consignors collect their paperwork, give them information letter and give instructions on where to place their items on the floor. Have consignors check out when they are finished.

Quality Control: You will go through clothing, toys and equipment to make sure they are current, unstained, unbroken and in working order. Items that are found to be unsatisfactory will have their tags ripped and marked for return to consignor at the end of the sale.

Door / Greeter: Welcome customers before they enter the sale. Hand out bags and let customers know that strollers are **not** allowed in the sale during the presale and reminding them to keep to please keep track of children during the sale. On public sale days, tag incoming strollers. Make sure ingoing and outgoing strollers are empty of everything but child.

Floor Monitor: There will be various areas that will be monitored and you will be responsible for one area. Toys, Strollers, Clothing and General floor monitor. Our monitors are very important. They will help ensure that items are not separated from their tags, toys stay together and help keep items “secure.” You will also attempt to answer questions or direct customers to someone who can help.

Baggers: You will be assisting our cashiers to take tags and hangers off of items. You will also be responsible for making sure the number of items and tags “match.”

Sort and Pre-Sort: You will be responsible for helping to organize and sort consignor items for pick up. The items will then be recounted and checked again by teams of 2. No consignor is to check their own items. No consignors will be allowed back into the building during this time.

Hold Table: Help customers mark their items as “hold.”