



We are so glad that you are considering or have already volunteered for the Twice Loved Sale! You can sign up for a volunteer shift by visiting: www.myconsignmentmanager.com/twiceloved. Contact us: TwiceLovedSale@gmail.com or via our Facebook group (Twice Loved Sellers Group) if you have questions! Here is a summary of the volunteer shifts.

UHaul Pickup / Rack, Supply Unloading (Thursday)

- Responsible for picking up the UHaul, loading sale storage unit items into Uhaul, delivering/unloading/assembling them at the event venue, and returning the UHaul
- This 3-4 hour responsibility counts for TWO shifts!

Set-Up Team (Friday)

Responsibilities will be assigned at check-in (if you have a specific task that you LOVE to do, just email or message us and we will try to accommodate!).

- **Check-in Assistant:** Help greet sellers, help with instructions and forms, count clothing items, and move clothing racks on to Inspector.
- **Clothing Inspector:** Inspect items for quality control. Remove stained, torn, excessively faded or otherwise unacceptable clothing and mark the tag. Give rejected items back to seller.
- **Clothing Sorter:** Assist sellers with placing items on size appropriate racks, organize racks, second level quality inspection.
- **Shoes and Accessories:** Inspect shoes and accessories for quality control. When unacceptable shoes are found (too dirty, extremely worn, falling apart), mark the tag, and put in "reject" box. Organize shoes and accessories by size, gender and type and attach signage to shoe rack and accessory bins.
- **Table Sorter and Large Items:** Organize tables and Large Items area and sort items into like groups based on set-up map. Direct sellers where to place their items, conduct second quality control inspection and remove unfit items, and maintain a clean and orderly looking floor ready for shoppers. Ensure that all car seats (including car seat bases and booster seats) have been checked in at the Car Seat Check-In Table and properly tagged, and instruct sellers to make large items display-ready (eg. set up pack n plays).
- **Bedding and Car Seat Log Book:** Record car seats, bases, boosters; check battery operated toys for batteries and ensure good working order before they are placed on the floor.

Cashier (Friday/Saturday)

- Responsible for greeting all customers with a smile and thanking them for shopping with us! Scan barcodes, collect money and process credit cards. Ask for donation to cover credit card processing fees, and inform customer of any fundraiser/ticket purchase opportunities. Responsible for reconciling cash box at beginning of each shift and again at the end of the shift - cashiers assigned to a drawer are responsible for that drawer solely.
- One “newbie” spot is available per shift.
- Large item cashier is responsible for checking out large item purchases and managing the “sold” stickers.

Sales Team (Friday/Saturday)

Responsibilities will be assigned at check-in (if you have a specific task that you LOVE to do, just email or message us and we will try to accommodate!)

- **Large Item Area Rover:** Communicate the process for purchasing large items as people enter the large item area or want to purchase a large item. Keep the area organized. When a buyer returns to pick up purchased items, get tag and ensure it was paid for, match numbers, and then give item to buyer. Request assistance from security to help get the item to car if needed.
- **Table and Clothing Area Rover:** Monitor tables and racks, ensure items remain neat (including books) and in appropriate places; reorganize as needed including bringing items from floor to table as space allows. Browse and ensure clothing items are in correct area (ie: size, gender, etc). At the end of Friday night, separate twin clothing items, condense racks and rearrange as needed. Help customers.
- **Bagger:** Remove hangers, fold, and bag items; assist cashiers with customer service.
- **Security:** Responsible for checking each person’s sales receipt as they exit the building, monitor the sale floor and exits to protect against shoplifters, and assist people carrying large items to cars as needed.
- **Hanger Sorter:** Young adults, age (14+) and older. Child can count toward a shift credit for you, or for volunteer hours. Responsible for sorting hangers from sold items by sellers' identification numbers and place in labeled bins.

Break-Down Team (Saturday afternoon)

- Team meets after last customer leaves for task plan. Tasks will include: sorting unsold items by seller number and placing in established location for each seller, sorting remaining hangers, breaking down racks, and help load UHaul. After volunteer activities are complete you may load/take your own items.

UHaul Pickup / Rack, Supply Return (Saturday afternoon)

- Responsible for picking up the UHaul, loading sale items from venue into Uhaul, returning them to the storage unit, and returning the UHaul
- This 3-4 hour responsibility counts for TWO shifts!