

## Volunteer Job Description for

# Fashions on Central Team

**Objective:** To aid in the processing and selling of donated wearable items

### Duties:

1. Accept and adhere to the policies of the Fashions on Central and guidance of Manager
2. Report to shift on time or find a substitute. Notify shift manager of any absence and whom will be there in replacement
3. Sign in and out on the volunteer log sheet
4. Wear Fashions on Central name tag while working.
5. Be friendly and courteous and maintain dignity for all. Respect their ethnic and religious differences and honor confidential information.
6. Assist customers with their donations, by carrying items or holding doors.
7. Examine each item and choose only those items that meet the high standards. Follow the sorting guidelines as defined in work area.
8. Prepare each chosen garment for display on sales floor, keeping special attention to details.
9. Assist shift manager at front counter if necessary.
10. Keep the store and work room neat at all times and clean up after your shift in preparation for the next volunteer crew.
11. Be aware of signs and place items in their appropriate places.
12. Keep exits and fire lanes free of any obstacles.

### Additional Responsibilities for Shift Manager

1. Open or close the store as needed
2. Clean up after your shift by clearing out dressing rooms, put clothes away, straighten racks, counter and bathroom.
3. Operate the cash register and figure day-end deposit
4. Following pricing guidelines as defined
5. Take personal information (i.e. license #, DOB, etc.) when accepting checks
6. Keep your shift volunteers up to date with new information and procedures.

### Qualifications:

**All volunteers:** Work well with other shift members, interest in helping others, ability to follow directions, good eye sight, appropriate dress, paid member of Faribault Senior Center (recommended)

**Additional for Shift Managers:** ability to operate cash register and accurately make change

**Accountable to:** Fashions on Central Manager