



Martha's

VILLAGE & KITCHEN

THRIFT STORE VOLUNTEER INFORMATION REFERENCE SHEET

- **SIGN IN AND OUT:** Volunteers sign in and out at the Cashier Stand. Sign your Volunteer Time Log **AND** the Daily Log attached to the clipboard. Be sure to sign the bottom of your Volunteer Time Log on the **FIRST** day you volunteer each month—*this is extremely important for us to report your hours for our organization to receive necessary funding.*
- **DRESS REQUIREMENTS FOR THE KITCHEN:**
 - Shoes should be flat and have no skid soles
 - Absolutely No:
Open Toe Shoes
Shorts, Sleeveless Shirts, or Tank Tops
- **CHECK IN WITH THRIFT STORE STAFF FOR YOUR ASSIGNMENT**
- **THRIFT STORE DUTIES INCLUDE:**
 - Sort, hang, and organize merchandise
 - Assist customers by answering store-related questions and complaints, notify manager of any concerns for resolution.
 - Answer store telephone and take messages or refer callers to the appropriate department or personnel.
 - Be alert for shoplifters and respond following established policy and procedures.
 - Assist in the routine of maintaining cleanliness of the premises and notify manager of any safety or health hazards

• **WEEK DAY VOLUNTEER TIMES: 10:00 AM to 6:00 PM**

• **WEEKEND (SATURDAY) VOLUNTEER TIMES: 10:00 AM to 6:00 PM**

Be sure to sign out at the end of your shift.