

Thank you so much – the sale simply wouldn't be possible without you!

First job (once signed in and unloaded) is to look at the floor plan (which may change) and set up a volunteer area preferably behind where the tills will be (but not in the way of). Please unload brew box and urn if we have a safe place and plug socket. Please use chairs and benches rather than tables.

We have aprons and sashes for all volunteers, everyone on the floor during the sale will need a sash. Yellow aprons are for the core team member's so they are easy to recognise and white aprons are available for pre/post sale and till volunteers. Please find a name label for yourself.

Volunteer sale starts after the till talk (hopefully at 11.30) Please refrain from picking up items to buy until this time. Till 1 will be opened once it's operator has finished shopping. Till volunteers will be prioritised in the queue.

Please read through below and pick out appropriate job(s). Some jobs are colour coordinated in order to be (preferably) done by the same person, therefore suiting people around for multiple shifts

Please make sure we know you are here!

Pre Sale

Job	Description	Would suit	Name(s)
Rails	Putting up rails	Everyone able to	All
Baby kit pre	Arranging all large baby kit into sections and making it easy for buyers to browse	Someone who is physically able to move about big bulky items. Someone who is volunteering during the sale as holding zone and kit assistant.	1-2
Boxes & bags pre	To tidy away and organise the sellers' empty boxes and bags. Finding sellers' presentable storage boxes for displaying shoes. Ensuring said boxes with lids have the sellers' numbers on the lid <u>and</u> box. Finding low produce boxes suitable for displaying books and DVDs (if necessary). Passing information on if necessary to boxes during sale person.	Someone who is volunteering during the sale as floor walker and box organiser.	1
Shoes	Working with boxes person and taping relevant signs to said boxes or floor. Sorting, organising and re organising until easy for buyers to browse.	Someone who can comfortably work at ground level for a prolonged time.	1-2
Aesthetics and signage	To make the entrance to the sale obvious using the banner(s) and other signage. Displaying all signage in the sale room in the relevant places. Putting up the bunting and other decorative items. Making everything beautiful.	2 volunteers, 1 of which is volunteering after the sale and can take it all back down again at 3pm.	1-2
Unpacking	Unpacking sellers' boxes and distributing all items to the correct area in a dump and run style for displayers. Putting empty boxes in an area designated by the box coordinator.	2 volunteers who are only around pre-sale.	2 +
Displaying	To organise and reorganise goods dropped on tables by unpackers Ensuring all items are on the correct table and looking fabulous, making it easy for buyers to browse.	2 volunteers who are only around pre-sale.	2+

During Sale

Job	Description	Would suit	Name(s)
Floor, boxes, & bags.	To help buyers to enjoy their shopping experience. To ensure goods are not being stolen. To retrieve all sellers' empty boxes and bags from various places at 3pm. Placing seller number labeled boxes and bags for re packing next to the relevant seller numbers laid out on the floor.	Pre-sale shift box organiser	1
Floor and numbers	To help buyers to enjoy their shopping experience. To ensure goods are not being stolen. Locating number folder at 3pm and laying them out in numerical order in tens to create a grid made up of coloured lines. Working alongside the 3pm box organiser to ensure there is enough space to pile up all left over seller items next to the correct number.		
Floor and raffle	Combining prizes neatly into a hamper. Approaching buyers and selling tickets (£2.50 a strip or 3 strips for a fiver) Preparing the tickets to draw at 2.45. Drawing the raffle and calling the winner.	Someone friendly and confident!	1
Door	Taking £1 entry fee (children free), giving out goody bags, clicking people in and asking how they heard about the sale.	Someone friendly and confident!	1
Till operator	Using a calculator to add up labels and record each one. Taking cash and card transactions. Filling in a till sheet at the end of the sale. (You will get a break).	Someone confident and competent with a calculator who can sit on an uncomfortable chair for a long time!	4
Till assistant	Assisting till operative with labels and packing items. No cash handling responsibility required.	Someone who can sit on an uncomfortable chair for a long time!	4
Holding area and baby kit.	Sitting in the holding zone and baby kit area. Looking after kit not yet paid for buyers who are still browsing. Also using the seller sheets in order to reduce prices in accordance with sellers wishes, if necessary (ask Laura where you can find this information)		4
Floor	Ensuring the sale runs smoothly and all goods are paid for. Also turning the room around ready for unsold items to be sorted. PLEASE ENSURE ALL OTHER ROLES ARE FILLED BEFORE SIGNING UP FOR THIS SESSION!		

Post Sale

Job	Description	Would suit	Name(s)
Numbers	Helping to arrange A4 colour coded numbers, in a grid format of tens, in number and colour order. Picking up items from a line of tables (arranged by other volunteers) with the goods that have been placed there (in the correctly coloured section by distributors) and placing them next to the relevant seller number. Boxes and bags (belonging to sellers) will also be being distributed by some numbers, for items to be packed into.	Someone who is physically able to do a lot of bending up and down! Please bend your knees and keep your back straight when moving heavy objects.	4
Rails	Helping to turn the room around into 2 sections by creating a barrier of tables between the sale goods and the A4 seller numbers (which will be being arranged on the floor in a grid format creating coloured sections). Taking clothes on hangers from rails and placing them on said tables in relevant coloured section. Dismantling rails (but not without asking someone in a yellow apron how to do it first - to avoid being hit in the face by a rail!) and to tape them up into manageable bundles and bags.	Someone who was around when they were put up.	4
Tables	Helping to turn the room around into 2 sections by creating a barrier of tables. The barrier will separate sale goods from the grid of A4 colour coordinated seller numbers being arranged on the floor by the numbers person. Picking up sale items at random at placing them on said barrier of tables in the relevant coloured area for numbers people to sort.	Someone only volunteering post sale.	
Final Jobs include, folding Ikea bags to take up as little space as possible. Sorting the hanger boxes, again to take up as little space as possible. Tidying. Helping to load van. Taking down signs and bunting. Fitting everything back into the volunteer box.			

