



## **HELP WANTED!**

We have a busy and growing store, and with it comes the need for a few specific volunteer roles. See below for the newest volunteer job descriptions and how to apply. Note – volunteers receive a 20% discount to The Acorn once per week that they work a shift.

### **Store Cleaning Volunteer:**

- Clean the entire store once per week, preferably on Tuesday afternoon or evening.
- Clean bathrooms – toilets, sinks, sweep/mop, refill soap/paper towels
- Clean breakroom - sink, sweep/mop, wipe down chairs/tables, refill soap/paper towels, stock refrigerator, stock coffee pods
- Sweep/mop the entire selling floor, fitting rooms
- Vacuum rugs/mop front entrance
- Sanitize and clean mirrors in fitting rooms
- Sweep/mop back workroom
- Dust window blinds on the retail floor and dust shelves, furniture, and jewelry

Clothing is The Acorn Resale Shop's number one seller. Demand is very high, items are donated steadily, and backstock inventory is put in storage. The Acorn needs more volunteers to sort incoming clothing, price it, hang it, and put it on the floor throughout the week.

### **Children's Clothing Volunteer**

- Sort incoming clothing (boys, girls, seasonal, baby).
- Learn to price name brand items at a higher price.
- Pack up and store off-season clothes.
- Hang children's clothes and fill the store floor.
- Price/hang/sort maternity may also be a small part of this person's duties.
- We would prefer a Monday or Tuesday shift so that clothing racks are full by opening on Wednesday. Once a week or 2x a month would be best.

### **Outerwear Clothing Volunteer**

- Properly hang fall/winter coats, jackets, snow gear, and spring/summer jackets on sturdy hangers, zip-up coat, clean garment, if necessary, and remove ski tags, etc.
- Most of the inventory has already been sorted. The Outerwear Volunteer would need to learn how to price the items for adult and children's outerwear.
- Prep the inventory to go on the floor, organizing by size, gender, adult, and children.
- There are a very large number of coats that come in each week. This could be a one-two shift per week position any day of the week but doesn't have to be that often.

### **Clothing Receiver Volunteer**

- Sort incoming clothing for men, women, and juniors.
- Learn from Deb what we keep and do not keep, and what sells and what doesn't sell.

- Be attentive to the condition of the clothing looking for rips, stains, smells, missing buttons, and broken zippers.
- Have a general idea of name brands, boutiques, and designer brands. Be able to separate these items from regular items.
- This volunteer will train with Deb for at least 2-4 training shifts.
- We would prefer for this person to work on Thursdays from 3-6 pm, or on Friday or Saturday. However, once a week on any day can work.

#### **Clothing Inventory Volunteer**

- Price clothing/put inventory on the racks/possibly sort clothing as well
- Double-check and hang already sorted inventory
- Price boutique items according to the general guidelines provided by Deb
- Be able to put inventory out on the floor as needed throughout the week
- We would prefer this volunteer signs up for shifts on Thursday from 3-6 pm, Friday between 9 am – 6 pm, and Saturdays between 10 am – 3 pm, but other shifts are open as well. One shift a week is fine, more is always welcome.

#### **Specialty Clothing Volunteer**

- Handle '**peripheral**' clothing areas including bras, sleepwear, swimwear, Christmas clothing, activewear, socks, ties, and other seasonal/holiday clothing.
- Maintain the tubs that contain these clothes, sorting good from bad items and pricing
- Stock items on the floor as needed
- Box up excess inventory
- We would prefer flexible days/shifts, could be once a month

#### **How to Apply for Any of these Specific Volunteer Positions:**

1. If you are a new volunteer, go to [AcornResale.org/volunteer](https://AcornResale.org/volunteer) to complete the form and mention the Volunteer position you are interested in. We will contact you to schedule your training with Deb, our assistant manager (for clothing), or Sari, our manager (for cleaning).
2. If you are a current volunteer, go to [AcornResale.org/volunteer](https://AcornResale.org/volunteer) to complete the form and mention the Volunteer position you are interested in. We will contact you to schedule your training with Deb, our assistant manager (for clothing), or Sari, our manager (for cleaning).