

# Volunteer To Do List:

Need something to work on? Make sure this list is completed then Manager/Assistant Manager what else we need to do for the day. Always stop to help customers. Customer service is always the top priority.

- Straighten and clean shelves in all departments (home décor, hardware, electrical, seasonal) making sure products are faced forward to the edge of the shelf. While you are facing the shelves dust with a rag and cleaner as needed. While you're working the department make sure all items are priced.
- Clean all sinks in the sink display shelves. Make sure they are dust free, and have no spots or stains.
- Organize ceramic tile, laminate flooring, and trim. Restack items and make sure it is safe.
- Make sure all doors, windows and countertops are marked with prices and dimensions. You may need a hand doing this so ask for help.
- Sweep the ReStore one department at a time. Move small items to make sure you get the entire floor clean.
- Dust, clean and polish the furniture department using the appropriate cleaners for each material.
- Notice a line forming at checkout? Assist the cashier with bagging and wrapping breakables.
- Is there too much home décor? Sort through items that may be re-donated to another nonprofit. Items to consider promotional coffee mugs, single dish pieces or incomplete sets.

- Refresh a department. Notice that a display or maybe even an entire department has gotten stale? Move items around. Rotate products from the bottom shelves to eye level. Move product that has not been selling to the lower shelves.
  
- Cross merchandise and make new displays. See two items that would go great together? Pair them up. Help us sell this stuff to make room for more donations! Easy examples include decorating furniture displays with Home Décor. Or setting up cabinets and bathroom vanities with appropriate décor items.
  
- Clean up outside. Run the magnet bar in the donation receiving area. Also sweep up the parking lot removing any trash in the lot. Pick up any litter in the grass along the east side of the building (facing Menard's parking lot).