

Sharia's Closet Volunteer Day!

Date: 11/5/2016 **Time:** 9:00AM – 3:00PM

Job Summary

Quality Assurance = 4-6 people

- Clothing Processing oversees the sorting, and quality assurance of donations received
- Sort and inspect all donations
- Ensure quality guidelines are met (No rips, No stains, No dirty clothes,)
- Put clothing in appropriate boxes (**Newborn, Child ,Youth , Adults Men/ Women, Homeless Men/ Women**) **Needs to be washed**

Runners = 4- 6 people

- Take boxes of clothes from QA team to the **Sorting Team**
- Once the Sorting Team has Sort and Fold clothing by sizes
- Take clothing to the closet and restock clothing shelves and racks
- Once all clothing shelves and racks are well stoked (place overflow in storage boxes
- Label overflow in storage boxes by sizes
- Take trash to the dumpster

Clothing Sorters = 8 -10 people

- Sort and Fold clothing by sizes (**Newborn, Child ,Youth , Adults**)

Shoe Sorters

- Spray shoes with Lysol
- Sort shoes by sizes (**Newborn, Child ,Youth , Adults**)
- Put size labels on shoes (rubber band pairs)
- Put shoes by size in storage boxes (**example: women size 9**)

Inventory Control

- Document what we are lacking

Baggers = 2- 4 people

- Pack 1 bag of clothing per request (referral) 10- 12 items per bag depending on availability (**example:** 1 – pants 2 tops = 3 outfits)
- If more than 1 person listed on a referral form please complete 1 form per person additional forms are onsite
- Once completed packing the bag, staple the identification label to the bag

- If you have to contact client to get correct clothing size please do so

Referral Sorter = 1 person

- Sort Referrals by date order form oldest to most recent

Data Entry = 2 -3 people

- Enter Referral information in excel

Photographer = 1-2 people rotation

- Make sure a photo release is signed
- Capture the FACES and the moments of all volunteers hard at work
- Capture the environment (Signage, Tables, Work Areas)
- Take a Group photo

Thank you, so much for helping us out!