

## FLEA MARKET JOB DESCRIPTIONS

### DONORS

Without donations, there is no flea market. Search your garage, closets, jewelry boxes, kitchen and linen and toy cupboards. Furniture needs to be small enough that a shopper can take it home with them.

Books: Our "Nearly New Book Boutique" says it all! No sets of books or books in less-than-pristine condition. We also accept DVDs and CDs

Handbags: If in good condition, these are popular items. Ladies, you know you have too many. Man bags work, too.

NO general clothing.

NO electronics: speakers, DVD or CD players, radios, computers, printers.

### ACCEPTING DONATIONS

You will help donors unload their cars and bring items to the Reeb Room (furniture), West Wing (books) or Sanctuary (everything else).

You are authorized to say NO to old, tattered and moldy items or boxes. If not sure ask someone in charge.

### SORTERS

Open boxes and bags, determine where the items should go, e.g., Housewares, Linens, Toys. Tools. Pets

All areas will be marked for you. We need MANY, from Tuesday through Thursday..

### PRICERS

Work with experienced volunteers to determine pricing of items, attach stickers, bag collections of items (such as Christmas ornaments). Help make tables look appealing. Consider that we provide excellent bargains, but do not 'give away' items. We need MANY from Thursday through Friday noon. We have experienced volunteers on hand to help you.

### SUPER PRICERS

Are you knowledgeable in a particular area, so that you know the true value of items? We do not want to cheat ourselves! Able to help general pricers, by keeping an eye on

the prices assigned. . We really need you, especially all day Thursday and on Friday morning.

### BOUTIQUE

This is our highest earning area, with our finest donations. Jewelry often needs cleaning and minor repairs. Display skills desired. A good eye for special items is needed. You might need to survey other areas of the sale to find special items that others may have missed.

### NEARLY NEW BOOK BOUTIQUE

Books are heavy! Unloading boxes and organizing tables from Tuesday through Thursday morning. Most pricing is generic. We have experts who will determine special pricing.

### FURNITURE

This area includes rugs and artwork as well. Help with appealing displays and with the pricing. May help people carry things to their cars on sale day.

### SANCTUARY SALES

We organize the tables in the Sanctuary by various categories. Some of these are: Arts & Crafts, Children, Linens, Home Office, Pets, Tools, Small Appliances, Holiday, Home Decor, Sports, Housewares

A background in any of these areas is a plus as we organize and price items.

### BAKERS

Shoppers get hungry. This tends to be a sellout area on Saturday morning. You can freeze items ahead, and bring them to the Wine and Cheese Party on Friday evening. You don't bake? You can buy treats and bring them as a donation. You can also help sell.

## WINE & CHEESE PARTY and PRE-SALE

Are you a secret entertainer? Cutting cheese and setting up trays of hors d'oeuvres are important tasks. These are Friday afternoon jobs prior to the 4:30 event.

Two people are needed to collect and sell tickets, and provide guests with beads so that those pouring wine know they have paid.

And, of course, there is cleanup.

## TALLYERS

Day-of-sale jobs. In order to facilitate the cashiers, you will add up and total a shopper's items. Good assignment if you need to sit, and are good at addition!

## CASHIERS

Friday night at the Wine and Cheese Party and on the day of sale. Do you feel comfortable with lines of folk, and with taking cash? In the Sanctuary, be willing to send someone back to an area if there are no price stickers and you are not familiar with similar items.

## MONITORS

Day-of-sale. Keep the lines going, make sure folk use the correct entrances and exits. Might wander to other areas of the sale to help out. Might bring coffee or water out to those working tables or cashiering.

## STRONG ARM BRIGADE

Can you lift and carry?

Tuesday: You are needed to move chairs in the Sanctuary. You will set up tables in the Sanctuary and in other rooms.

Tuesday - Thursday: You can bring boxes and furniture from donors' cars to the proper location.

Saturday morning: Help people carry their purchases to their cars.

## CLEAN UP CREW

Saturday afternoon: We go in reverse. Leftover items are packed for pick up by the Salvation Army, tables are folded, and chairs replaced. Garbage is cleared out.

Books are boxed up and taken to Goodwill. Boutique items may be saved for the Serendipity Auction.