

Clothing and Household Items Volunteer Job Description

Personal Presentation:

The volunteer will present as clean and professional. Greet people with a warm welcome, remember to thank anyone who volunteers or makes donations.

Treat clients, staff and volunteers with kindness and dignity.

Refrain from off color or offensive language, avoid negative comments about individuals or institutions.

There are snacks on the counter in the kitchen. There are beverages in the refrigerator (except if there is a name label on it). Please do not take food or other items off the shelves without permission. If you wish to purchase a donated item, please take it to the office to pay for it. Pricing for volunteers is based on Classic Rerun prices.

Duties and Responsibilities:

1. Study the floor plan layout on the dry erase board. Refer to it as needed for placement of items.
2. Check board each time you volunteer for special notes, changes, communications or items of need.
3. Due to physical facility limitations, if any section becomes overcrowded, add/retain nicer items and remove less-desirable items. Add removed items to Am Vets "pass-on" area at the back of the facility or in the overflow room.
4. Overflow room is west of the reception area. Clients may choose items placed here without checking in at the front desk. Keep this area organized and neat. Place clothing on hangers and use separate racks for men, women, children. Toys and stuffed animals that do not go to the Classic Reruns may be placed in the free room.
5. Brand new items with tags attached may be placed in the Christmas tubs in the Christmas room or sent to Classic Reruns. Do not place summer clothing in the Christmas tubs.
6. Exceptional items such as antiques, collectibles, jewelry, nice holiday decorations or ornaments, higher end clothing may go directly to Classic Reruns.
7. Any items that resent a hazard to our clients or staff, broken parts, soiled or feces, urine, blood etc. must be disposed of appropriately.
8. If you are unable to cover your scheduled work period, please inform Theresa or the volunteer coordinator in advance.

General duties and responsibilities:

1. Do not keep any items that are torn, stained, smell of smoke or covered with pet hair.

2. Children's clothing:
 - a. Place on racks and separate by tops, pants, dressy clothes, seasonal, matching outfits (top and bottom).
 - b. In tubs: sort shorts, t-shirts and baby clothing.
 - c. In drawers: sort socks, underwear and pajamas.
3. Women's clothing:
 - a. Place on racks from outside row to inside row and separate winter coats, long sleeved tops, pants, jeans, career wear, dressy clothes, maternity, athletic wear, summer wear.
 - b. In tubs: sort shorts, t-shirts and sweat pants.
 - c. In drawers: sort uniforms, hose/socks and scrubs.
 - d. In containers at end of drawers: sort bras, slips and underwear.
4. Men's clothing:
 - a. Place on racks from outside row to inside row (on south wall) and separate winter coats, long sleeved/winter shirts, casual and dress pants, jeans, career wear, suits and sport coats, summer shirts.
 - b. In tubs: sort shorts, t-shirts
 - c. In drawers: sweat pants underwear and socks
5. Infant clothing:
 - a. In tubs on shelving behind the pickup counter and socks the tubs are under the counter
6. Shoes:
 - a. Sort shoes on the south end of the men's winter coats. Sizes must be marked with masking tape on the end of the heels. Excess and nice off-season shoes are placed either in the free choice room or shelves in front of the pick up counter.
7. Clothing should be relatively clean and free of stains. Clothing should be in style. Since most clients are young to middle aged, we may retain fewer mature style items and send the nicer or dressy mature style items to Classic Reruns.
8. Refer to the board to determine the color hanger being used. Always add items to the back of the rack with older items in front. Hang clothes facing forward.
9. Use masking tape to indicate item size and size is visible while displayed on the hanger.
10. If no size is found, measure pants by waist and inseam or compare with other items for relative size.
11. Soft Goods:
 - a. Blankets, sheets, comforters, towels and washcloths are on the north wall.
 - b. Bedding should be wrapped with masking tape with the size clearly marked on the masking tape.
 - c. If no size is marked, compare to other items to determine the size.
12. House wears:
 - a. Pots and pans, bakeware, appliances, vacuum cleaners, microwaves, electronics are in the storage room behind the reception desk.

- b. Flatware, sets of dishes (mark the number in set, 4,6,8 on the box) cups, breakables, cookware (Pyrex, corning) are in the storage room.

13. Infant miscellaneous:

- a. A separate room is set aside for infant items. These include bedding, blankets, bibs, potty seats, infant seats, strollers, humidifiers, etc.
- b. Car seats must be no more than five years old. The date may be found on the side, back or bottom of the car seat.

Classic Reruns

Items which are not needed or suitable for the Caring Center go to Classic Reruns. Items should be clean, no holes or stains and in resalable condition. Items sent to Classic Reruns include clothing, baby items, household items, small appliances, toys, decorative, seasonal and home décor items, nice furniture, beds, etc. We cannot resell mattresses. The mattress is in good condition and free of stain, we can offer it free.