



THE SALVATION ARMY ONTARIO GREAT LAKES DIVISION

Volunteer Opportunities Woodstock

Woodstock Community & Family Services & Thrift Store

Outdoor Maintenance:

- HOURS OF WORK –2 or 3 day per week as required
- Assist to break down the cardboard and put into the proper bin.
- Sweep the small parking lot once a week and check for garbage in the small parking lot and back drive lane daily.
- Clean the large parking lot across the street of garbage once a week.
- Sweep the front sidewalk and the side along Knightsbridge Street once a week.
- Remove weeds as required
- Clean the store front windows as required.

Appliance Tester:

- Sort and test small electrical appliances such as toasters, lamps, coffee makers, etc. Be certain each item will run an entire cycle eg. Toaster brown all sides (use bread), popcorn poppers pop (use popping corn), coffee makers run cold water into hot water, etc.
- Test large appliances such as stoves, refrigerators, freezers, televisions etc. Be certain each item will run an entire cycle eg. Ovens heat up to correct temperature, dryers run warm air, washers and dishwashers run full cycle properly, etc. Freezers and refrigerators must run 24 – 48 hours.
- Make minor repairs when necessary eg. Change the electrical cord, replace a stove burner or fuse, etc.
- Be sure each item is clean and ready to go into the store.
- Attach an “AS IS” sticker to the back or bottom of the working appliance. Initial this sticker on any appliance you have tested.
- Take the clean, working merchandise to the pricer.
- If you think something might be antique or an older classic check with the pricer in the miscellaneous sorting department.
- Put any small appliances that do not work in a shopping cart and take to the Miscellaneous sorter before throwing into the dumpster.

Back Room Clerk - Male:

- Assist customers to unload donated items brought to us as well as those making purchases to remove and help load their purchases.
- Clean any furniture so it is ready to be put in the store.
- Break down cardboard and put into the proper bin.
- Help keep the dump pile straightened up.
- Put larger merchandise items onto the store floor as required after the items have been priced.
- Assist other employees with heavier tasks as required.
- Assist with pickups and deliveries when requested by office personel.

Back Room Clerk for Saturdays - Male:

- Assist customers to unload donated items brought to us as well as those making purchases to remove and help load their purchases.
- Clean any furniture, if necessary, so it is ready to be put in the store as it comes in.
- Break down cardboard and put into the proper bin.
- Help keep the dump pile and scrap metal straightened up.
- Put larger merchandise items onto the store floor as required after the items have been priced.
- Assist other employees with heavier tasks as required.
- Dust mop the store floor before the store opens, and at end of day if the floor is not too wet.
- Clean store windows when needed, weather permitting.
- Lock up the clothing bins and all the dumpsters at the end of the day.

Back Room Clerk - Female:

- Keep the kitchen items and miscellaneous items displayed in orderly manner.
- Put new merchandise out as requested.
- Tape game boxes and puzzle boxes. Be sure all game pieces are there.
- Assist the customer to find certain merchandise as required.
- Accept donations as they come in a friendly and professional manner.
- Clean and prepare the donations to be placed in the store as requested by Sorter.
- Clean/wash any dishes and pots as requested by Sorter.
- Keep store shelves and floor clean at all times (washing shelves, pick up items off floor, dust mop floor, etc.)

Change Room Clerk:

- Make sure customers have a tag with the number of clothing items they have printed on it eg. 1,2 or 3. (up to 3 items)
- Unlock the change room when customers require it.
- Make sure the same amount of items taken in the change room actually come back out.
- Put back in the correct location any items the customers decide not to purchase. (make sure each item has a price tag attached)
- Keep the change room clean. (mirrors, floor)
- Gather the empty hangers and put in boxes.

Clothing Sorter:

- The Sorter Volunteer will be accountable to the on duty Sorting employee and the Family Services Administrative Assistant
- Sort clothing as instructed. Take clothing racks and recycling bags upstairs as required. Clean sorting area as required
- This person should be physically able to work standing and able to push the carts and clothing racks up the ramp. Able to lift bags of clothing.

Store Front Clerk:

Keep store front neat and tidy by straightening clothing on hangers, on shelves and in the bins.

- Keep the shoes in an orderly manner.
- Remove any empty hangers from the racks.
- Keep the kitchen items and miscellaneous items displayed in orderly manner.
- Straighten the bookshelves as required.

- Assist the customer to find certain merchandise as required.
- Accept donations as they come in the front door.
- Assist the cashier by bagging the purchases when needed.
- Dust mop the store floor before the end of your shift.

Toy Sorter:

Sort through the toy donations discarding any broken or inappropriate items.

- Test any toys or games that require batteries.
- Test that all toys are in working order and complete (all parts are there).
- Tape game boxes and puzzle boxes. Be sure all game pieces are there.
- Clean/wash any toys that are dirty so they are ready to be priced and put into the store. All yard sale price stickers must be removed.
- Separate the smaller toys into age appropriate and gender groups and bag them.
- Put toys on the store shelves when requested.
- Break down your cardboard boxes and put into the proper bin.
- Keep your work area neat and clean.
- Assist in accepting donations from customers that come to the back in a friendly and professional manner.

Pick-up & Delivery Person:

- Assist truck driver with pick-ups and deliveries.
- Assist to load the truck with the deliveries.
- Assist to unload the truck after the pick-ups are completed.
- Assist with taking larger items, furniture and appliances, onto the store floor.
- When time is available not out in the truck:
- Assist customers to unload donated items brought to us as well as those making purchases to remove and help load their purchases.
- Clean any furniture so it is ready to be put in the store.
- Break down cardboard and put into the proper bin.
- Help keep the dump pile straightened up.
- Assist other employees with heavier tasks as required.

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