

Merchandise Inventory Records Chair: can be done remotely

The Merchandise Inventory Records Chair maintains detailed inventory records, including costs of goods sold.

- Maintains list of inventory in stock.
- Updates records when inventory is purchased, documenting vendor, item, price, etc.
- Provides inventory and price sheets to Sales Chairs prior to each sale so Sales Chairs and volunteers can quickly inventory the merchandise before it is packed up.
- Asks for a post-sale count of items from the sales chairs and updates records.