

## **Merchandise Storekeeper:**

The Merchandise Storekeeper stores merchandise between sales, coordinating with other members of the Spirit Merchandise Team as needed.

For each sales event, the Sales Chairs will arrange to pick up the “store” and then return the unsold merchandise at the end of the event. The Merchandise Team Chair will alert you when new orders are arriving. The Spirit Merchandise Team will work together to keep the merchandise inventoried and organized.

Storage Guidelines and Tips: Store merchandise in stacking plastic bins with covers. Use an array of sizes for different sized items. All containers should be clearly labelled on the lids, and sides. Do not use cardboard containers as they fall apart over time and merchandise gets dirty. A large quantity of mugs needs to be bubble wrapped pre-sale at each event; this can be done by the Spirit Merchandise Team and/or sales volunteers. Different sized and different styled Tee shirts go in different boxes. There should be one box that is labelled the “Display Box” and contains at least one of each item we are selling. There should also be a supply box with tape, labels, pens, bubble wrap, tissue paper, markers, and pens.