



Bass Valley Community Group Inc.

Bass School Road, Bass Vic 3991

 **5678 2277**

Policies and Procedures

OP SHOP OPERATIONAL SYSTEMS

VOLUNTEERS

Personnel are required to sign their names, plus arrival and departure times in the workbook on top of the filing cabinet. A roster is on the Notice Board. If you are unable to work your rostered day you are required to contact the coordinator who will try to cover your day with someone else. "Op Shop" signs are to be put out on the highway at School Road and outside the Op Shop. Signs are to be put in the Garage at the end of the day.

DONATIONS

Donations are to be placed into the back room for sorting. No items are to be offered for sale until it has been properly sorted. All donations must be accepted.

CLOTHES

Check for dirt, stains, tears and general wear. Discard into bags all clothing that does not meet the standard requirement. All clothes both summer and winter are to be put out in the shop with the swing tags on them priced.

BRIC A BRAC AND HOUSEWARE

Goods must be checked for cracks, chips, dirt and wear. No items are to be put out for sale that does not meet the required standard. Items to be marked with a red dot on swing tag.

ELECTRICAL GOODS

We do not sell electrical goods but will accept a donation (must be in good condition).

MISCELLANEOUS ITEMS

The Op Shop must be kept clean, dusted, walkways wide enough for prams etc. Clothing is to be put in colour coordination where possible. Toilet checked and cleaned at the end of the day.

SALES

All sales are to be put in the book with the date and amount for that day. At the end of each day the float must have \$50 in it. The takings for the day are to be put in the safe or taken to the office.

RESPONSIBILITY

All Volunteers are responsible for their own actions and are to take charge of the shop on their day. The coordinators will purchase any items required for the shop, eg. Stationary, milk, tea, sugar etc.

Keeping communications flowing between workers will ensure that everyone is included in not only helping to raise community funds, but also making sure that you as Volunteers are recognised for the valuable service that you give. A meeting will be held approximately every 3 months to give everyone the opportunity to meet other volunteers and to have an input in the "Op Shop".