Merchandise Store Keeper

Overview

There are four sales events. NSO, Holiday Luncheon, Parents’ Weekend, and Admit Weekend. The buyer reorders quantities of items we are currently selling, using updated inventories, and introduces new products. She send them to the Merchandise Store Keeper. For each sales event the sales table managers will arrange to pick up all the “store” from you and then deliver the unsold merchandise back to you at the end of the event.

Guidelines and Tips

Store merchandise in plastic bins with covers. These can be purchased at office supply stores. Ones that stack work the best for us. You will be using an array of sizes for the different sized items. Do not use cardboard containers as they fall apart over time and merchandise gets dirty.

A large quantity of mugs need to be bubble wrapped pre sale at each event. This can be done by you and/or sales volunteers in slow times.

All containers should be clearly labelled on the lids, and sides. 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

At the end of each event sales volunteers can quickly inventory the merchandise before it is packed up. Recommend providing them with inventory sheets. These sheets go to the buyer.

Miscellaneous

The Store Keeper also houses our Parents’ Club sandwich boards, our banner, and the Jane Stanford Tea Server.