

Consignor Sort

- You follow the lead of the Consignor chairs
- There will be numbers placed around the sales floor on the wall
- When directed by one of the chairs take an ikea bag and begin loading up merchandise from an area.
- Take each item in your bag and place it directly under the consignor number that is listed on the tag of that item.
- Do not throw or toss any items.
- Do not place clothing on the floor, lay it on the nearest chair.
- Double check that there is no other items tangled in the item you are sorting and that the consignor number is correct.
- This is one of the times that the most mistakes are made.
- Work smart and accurately, do not worry about being fast, we have plenty of time. **THIS IS NOT A RACE!**
- Once all the items are sorted report to the Consignor chair for a clip board to check off.
- White forms will be used for check out.
- 2 man teams will then go through every pile and check off every unsold item (sold items have a "S" in the sold column)
- When your finished go pick up the next check out form. We try to get all the piles checked off prior to the consignor showing up at 1pm
- If you run into extra items or missing items:
 - Notate it on the form
 - Take the extra item to the check out station and explain your notes tot the consignor chair.

Your job is important! You make it easy for consignors to pick up their unsold items.