

POLICY

The Poverello Center, Inc. maintains its store front in such a way that it is appealing to visitors and invites shoppers into the store. Once inside, the shopper is greeted with a visually pleasing environment in which to shop.

PROCEDURE

- I. Each store has space that is intended for window displays of its merchandise.
 - a. at a minimum, window displays are changed each month.
 - b. the displays are well lit at night to be visible to those who pass by.
 - c. volunteers who have merchandising experience, groups or specially trained staff shall maintain the displays of salable items.
- II. Each store entrance is thoughtfully considered to allow shoppers to enter the space unencumbered, easily see how the store is organized and encouraged to move toward the spaces that offer the most revenue for the store.
- III. All staff and volunteers shall take time each day to organize the store merchandise to maintain cleanliness and order. Ensuring like items, sizes and colors are easily identified.

Approvals:

Signature: _____



Date: _____



Thomas S. Pietrogallo, MSW/LCSW, MBA
Chief Executive Officer

BOD Approved Date: Pending

Date Established: 05.01.18

Date Revised: 06.07.2019