

POLICY

The Poverello Center, Inc. maintains staffing levels in the thrift store that are necessary for the profitable operation of each store.

PROCEDURE

I. Staffing plan for **Wilton Manors and Pompano Beach weekdays:**

- a. Assigned Day Manager is present 9:30 AM – 6:00 PM
- b. Thrift Store Lead is present from 11 AM – 7:00 PM
- c. Senior Days or Sale Days add Cashier 10:30 AM – 7 PM
- d. Donation Door manned by volunteer or work program staff/volunteers 10 AM-7 PM

II. Delivery Staffing plan, both locations served out of **Wilton Manors** Weekdays & Weekends:

- a. Each truck is assigned a driver. One driver is scheduled 10 AM – 5 PM
- b. Each truck is assigned a driver's assistant. One assistant is scheduled 10 AM – 5 PM
- c. Saturdays, Driver and Assistant scheduled 10 AM – 5 PM
- d. Sundays, Driver and Assistant present from 12 N – 5 PM

III. Staffing Plan for Wilton Manors & Pompano Beach Saturdays & Sundays:

- a. Assigned Day Manager is present 9:30 AM – 6:00 PM
- b. Thrift Store Lead is present from 11 AM – 7:00 PM
- c. Cashier 10 AM – 7 PM
- d. Donation Door manned by volunteer or work program staff/volunteers 10 AM-7 PM

IV. 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: _____

6/7/19

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

BOD Approved Date: Pending

Date Established: 05.01.2018

Date Revised: 06.07.2019