

VOLUNTEER PROJECT LIST – EXAMPLE

Cove Base Merchandising: Side Dock – (4-6 people) – Light Weight

- Remove product from boxes, discarding boxes into recycle bins
- Using rags and cleaning product, wipe down each side of product
- Bundle product back-to-back, groups of 10, wrapping with shrink wrap at both ends
- Visibly price each bundle at \$10.00, restack neatly on fresh pallet

Paint Beams: Cabinet section – (15 people) – Light weight

- Remove tape, labels, from beams before painting with scraping tool
- Push cabinets back 6-12 inches to protect from drips
- Paint beams evenly, being mindful of drips
- Towards end of volunteer day, use sink near office entrance to clean brushes

Doors: Behind the curtain – (8-10 people) – Medium weight

- Break down each buck/pallet placing doors together by style 1st, then size
- In teams of three, measure, mark, price each door, and record on inventory sheet
- After Inventorying, move priced and inventoried doors to sales floor
- Additional doors to be placed back in bucks, same w/ same

Drainage Run Clean Up: Side Dock – (12-15 people) – Medium/Heavy weight

- Pull out existing PVC drain pipe, stage to side
- Methodically remove plant material from drainage run, scraping to concrete
- Sweep area clear of plant material completely, prepping for reinstallation of pipe
- Ferry plant material to field behind boat containers, spread evenly
- Carefully pour white vinegar over cleared area to prevent future weed growth

Measuring/Moving Lumber: Lumber Aisle – (8 people) – Medium/Heavy weight

- Measure, mark, price 2 x 4's
- In pairs of two, move lumber from Receiving Dock to racks in lumber aisle
- Ensure stacks of lumber are even, stable, pricing/dimensions visible

2.) Tile Section Merchandising: Tile Section – (10-20 people) – Heavy weight

- Veranda: remove from pallets, price, line-through-barcode, place on shelf (5)
- Sandy Flats: remove from pallets, price, line-through-barcode, place on shelf (4)
- Muddy Banks: remove from pallets, price, line-through-barcode, place on shelf (4)
- Anchorage (Brown 24 x 24): 24 x 24 (4)
- Wall tile section: bring all merchandise to front to make shoppable, stack neatly (4)