



MEN'S CASUAL WEAR ROOM

Set Up / Marking Day Shifts

WHEN ARRIVING

- Sign in. Sign-in sheets are found hung on the right hand side of the green shelves.
- The clipboard may have notes regarding sorting for the week.
- Take a look around the room. The room changes based on inventory/donations
 - Check the room to see where to place, what to hang or fold.
- Begin unpacking and sorting clothing from the boxes on the floor.
 - Once you sort/hang you can then move the clothing to the appropriate place where it is supposed to go.
 - DO NOT hang a shirt etc and then go hang it in the appropriate area. This is COUNTER PRODUCTIVE and depending on the number of volunteers working and the number of boxes on the floor, this is a HAZARD.
 - Hang/pile/fold in bulk while sorting. You can make room on an existing rack for hanging items temporarily while you sort.
 - When you empty a box, place it in the hall. If you can't get to all of the boxes, no problem.
 - Please move these away from the front door so there is room for the Economy Shop staff to place more boxes/donations.

UNPACKING

- When Unpacking, you may find
 - Clothing that belongs in **Men's Formal room**
 - Shirts with a neck/sleevesize, suits, dress pants, sweaters (cashmere, 100% wool, European & vests) cardigans, wallets, good leather belts and gloves.
 - Men's Formal room is down the hall.

- New clothing with tags, clothing with designer names/nicer condition, sports tops/jackets, or other clothing that deserves display attention and we can charge higher prices.
- Place/hang these items aside on table.
- Keep T-shirts & caps that are new or in great condition with national sports, local sports (OPRF/River Forest) universities, national golf tournaments, legendary bands, Chicago themes.
- Clothing that is weary-looking, soiled, damaged, etc
 - Put in a large black plastic bags. When bag is full, close up and attach an orange slip to mark it to go to shelter.
 - Place bag in the hall. If you are second-guessing an item, it probably should go in a black bag.
- Sometimes women's & children's clothing gets mixed in.
 - Drop these off in the appropriate room when leaving.
- **When in doubt about ANY item, leave it on the table.**
- Check for Men's Casual Wear Donations daily:
 - Racks outside the Women's Better Clothes room
 - ✓ Take the items off the rack to bring upstairs or bring up the whole rack via the elevator. Note that some of the items may need rehangng.
 - Upstairs in the attic in Men's Casual storage section.

SUPPLIES

- Orange slips, masking tape, markers, black bags, etc. are found in cabinets under the shelves on the right when you walk in room.
- Samples on how to mark slips will be taped to the inside of the doors.
- "Bacon duct tape" marks our racks, chairs, anything that can be taken out of the room to storage. Our racks upstairs are marked with this tape.

HANGERS

- All items are hung with hook facing left. Button the second button or zip up.
- White wire hangers — shirts, tops
 - Do not use hangers with paper—it covers up the size.
- Plastic white hangers — heavier tops, hoodies, sweatshirts, etc.
- Heavy plastic clear hangers — jackets, coats, robes.
- Hangers w/clips — pants, short
- All other hangers get placed in an empty box in the hall.
- If you have extra time, straighten out the hangers on the standing racks.

SIZING PANTS/JEANS

- All pants are labeled with 'waist x length' on piece of masking tape on the right of the pants.
- If you can't find one of the sizes, you can measure using the yardsticks adhered to shelf edge under the windows.
 - Waist size is 2x the width of waist (with zipper closed)
 - Length is from the top of the inseam (inner seam) to hem.

CLOSING UP ROOM (*Economy Shop closes at noon pronto—make sure to sign out!*)

- Please put away ALL supplies in cabinet and make sure there is room on floor in front of green bookshelf for staff to leave new boxes
- Turn off light/fans—all one switch by door.
- Close windows with hook pole.

SHOPPING/LOOKING IN OTHER ROOMS is only allowed on marking or sale days.

Have a suggestion? Email Jeanne Pepler at jpepler@speakeasy.net