

Beginning of Shift

- ☐ **Clear the intake desk for new intake and sorting activities**
- ☐ **Check under and around the intake table for:**
 - ☐ **Debris**
 - ☐ **Leftover or unaccounted-for items**
- ☐ **Wipe down intake areas and work tables**
- ☐ **Check the inventory of accessories:**
 - ☐ **Tape**
 - ☐ **Labels**
 - ☐ **Scissors**
 - ☐ **Box cutters**
 - ☐ **Trash bags**

***If any supplies are low, contact Tyrie or Adrienne**

During Shift

- ☐ **Fold, bundle, or bag donated items as needed (especially clothing)**
- ☐ **Check each clothing bin for:**
 - ☐ **Tidiness**
 - ☐ **Correct labeling and placement**
 - ☐ **Missing bins (notify staff if any are missing)**
- ☐ **Write down any suggestions on the Suggestion Board (near volunteer lockers)**
- ☐ **Write down important notes for the next shift in the communication notebook**

End of Shift

Clean and sanitize:

- ☐ **Donation intake areas**
- ☐ **All tables and work surfaces**

Do a walk-through to check:

- ☐ **Shelves and bins are organized**
- ☐ **Items are correctly labeled**

Review for any:

- ☐ **Urgent donation needs**
- ☐ **Program or procedure changes (esp. Clothing & Hygiene)**
- ☐ **Take the garbage out to the trash gondola in the hallway**
- ☐ **Sweep the *entire* donation intake area**