

TEMS School Store Procedures

2011 - 2012

1. Arrive at 11:00 AM and sign in as a visitor in the main office. Your destination is the school store. If you are the first to arrive, pick up the keys from Mrs. Craley. If you are the second or third volunteer, go directly to the store.
2. Unlock and open both doors, placing doorstops to keep them open. Unlock the storage room and bring the cash box to the front table.
3. Count all money in the cash box and record it on the Cash Log in the School Store Binder prior to any sales. Please do not make change for students unless they are purchasing school store items so we do not run out of change.
4. **Debit cards should be used only for school store. This does NOT include Gym uniforms or Directories.** Gym uniforms and Directories are sold in the school store but the money collected must be kept separate from the school store sales in the cash register. Please use the money pouches provided. Students may **NOT** use their Debit Card for these items.
5. Pricing for all products is either on the shelf or on the price sheet.
6. Please keep an eye on all students as they shop. If the store becomes too crowded, limit the number of students in at one time to no more than 10. Occasionally kids will attempt to shoplift. Please notify Mr. Cataldi immediately (he will be in the cafeteria) if you catch anyone taking anything from the store. There is no food allowed in the school store; ask the students to leave their food at the door.
7. Please check the stock on the shelves. If any item has less than 10 left, record it on the "Needed Supplies" List in the School Store Binder. Be as specific as possible when describing the item. **Please call Sherri or Courtenay if something is required quickly.**
8. At the end of the day, count and record all money in the cash box on the Cash Log. Return cash box to storage. If there is excess cash in the cash box, remove the excess amount of cash to an envelope stored in the plastic bin in the storage room. Record the amount you removed on the Cash Log. **DO NOT** remove one dollar bills unless there are more than 100 of them as we continue to run out of 1s.
9. Lunches are over by 1:00 PM. Please close at that time. When leaving, please be sure that all lights are turned off and the doors are properly locked. Please be sure that the doorstops are back inside the store. Return the keys to Mrs. Craley on your way out of the building.

We welcome any suggestions or ideas you have on how to improve the school store. Thank you for volunteering!

Sherri Gartner	610-408-9384 (Home)	484-995-6341 (Cell)
Courtenay Homan	484-320-8474 (Home)	215-219-8093 (Cell)