

## **FURNITURE LOADERS/PICKERS - JOB DESCRIPTIONS**

Furniture comes into building; help unload if necessary and put on carts

Determine what to take back and when depending on room and activity

If clean/good condition and if room, with minor dusting place in showroom

If needs repair/more cleaning (vacuum or shampoo), or if no room in showroom, then unload and stack in designated area for storage until can be moved

### **Picking Furniture:**

As Shoppers and Guest browse showroom, when Gold Sheet is posted by Shoppers, we then locate and pick furniture as marked with the colored designated stickers with number for Guest

Pull all furniture as marked and load onto carts to take to front for staging or loading; all glass shelves and tops to be given to Packing Dept for safe packaging. Gold sheet to be checked and marked making sure misc. items such as artwork, TV, rugs, etc., have been pulled. Gold sheets to be placed in bin on counter when completed

Replace and refill all furniture picked from the back and put in showroom; maintain stock in showroom as necessary

### **Cleaning Furniture:**

All furniture to be inspected and cleaned as necessary, either vacuum or shampoo, and if necessary, any repairs need to be noted with small note

Help vacuum and dust when needed to bring out clean furniture for showroom; sleeper-sofas need to be tested and bedding added; recliners as well need to function properly. Power chairs need to be tested and determined if able to function.

All dressers and desks to be inspected, making sure all have knobs, drawers function properly, minor scratches repaired, and legs are properly attached

Bookcases to be inspected, making sure shelves are present and in place, as well as bookcase is stable and sturdy

All work repairs are noted and those pieced are moved over to Wood Working

Stack furniture in back as needed to create more storage space and then determine where and what to stack and store as necessary

Keep furniture sorted by style and materials (wood, upholstered, chairs, etc.) until needed in showroom; replace as needed

Pull stock from trailers when able or when needed in showroom; clean as necessary

Supervise visiting Groups (Midwest Recovery, Church Groups, etc.) and provide them with duties and instructions; keep them busy

Maintain overall appearance of showroom with adequate inventory or variety of product (sofas, chairs, tables, desks, dressers, bookcases, etc.)

As questions and provide assistance to Shoppers and Guests as requested