

# Contact Information

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# Store Cheat Sheet

## Store Cheat Sheet

### Insurance

Gallant Insurance - Contact is Jeanne Mayer

[JMayer@GallantIns.com](mailto:JMayer@GallantIns.com)

978-263-3500

W/Comp, Auto, Medical, Property & D&O

Add a driver to the truck

\*\*\*In Feb we will receive notice of w/comp audit due, let Sue know\*\*\*

### NEI

Lorrie Stewart is our contact - text or call her if you see anything

978-360-2745

[LStewart@neinfrastructure.com](mailto:LStewart@neinfrastructure.com)

Russ - Is the maintenance man for the building, but you go through Lorrie with issues

### Plowing

We need to move our truck for Russ, shovel by the doors, chip ice, and check out ramp and stairs for ice

\*\*\*If we are going to be closed, please text Lorrie\*\*\*

### Cleaners

Every other week

\$70 per visit

Make check payable to: Marli Araujo

Leave the check for Lorrie in the back mail bin at the beginning of the month

Record dates for visits on paperwork for Jenn (Accounting)

## Cleaning Jobs: We need to do especially in the winter months

Wash Floors outside of the bathroom  
Sorting area and loading dock floor during the winter  
Vacuuming the carpets  
Truck

## **Ordering Bathroom Supplies**

Home Depot Pro - Bathroom supplies

<https://www.supplyworks.com/>

Go to order history to see what we have bought

Ok, to ship to FSFB just let Lorrie know

## **Tax-Free**

Target - give phone number or name

Amazon

Lowe's - give phone number

Home Depot - give tax ID

Ocean State - Need paperwork

Harbor Freight - give phone number

BJ's Card

## **Thank You Letters**

Donations of \$250 or more from any source, including transport

Donations without an e-mail address

Any drives by a group, company, etc

## **T-Shirts**

Trusted Tees in Hudson - Shereen

25 South St. Unit 1 Hudson

(978) 562-4405

[info@trustedteeshop.com](mailto:info@trustedteeshop.com)

## **Mattress & Bedframe Orders**

Invoices print off 2 copies - 1 to go to Jenn and 1 to send to Sue for grant tracking

## **Lori at Serendipity**

She hands out fliers to every customer. Check in with her to see if she needs any

## Accounting

Jenn Mandelbaum is our bookkeeper

Contact info - cell 508-361-6851

[JWMandelbaum@yahoo.com](mailto:JWMandelbaum@yahoo.com)

Info that she needs monthly:

- All deposits and what they were for with backup
- Mastercard statement when it comes in the mail
- UBS statement comes in the mail
- Credit card receipts with what the charge was for
- Let her know when all this information is ready for her
- Give her any mail relating to accounting items

## Inventory Counting

Mattress and Frames â€” Grant

Count monthly & document the counts

Quarterly

Break item classes into groups and count over 3 months

Missing Items - put it into Inventory Adjustment Client as **+** **or** **-**

## BP Dispatch

508-231-1000

Metal or cardboard bins - call to empty

1 day's notice for on-demand pick up

Cardboard - M/TH/Fr

Metal -

Trash pickup is a regularly scheduled date

## Patrick Murphy 1-800 Got Junk

[patrick.murphy@1800gotjunk.com](mailto:patrick.murphy@1800gotjunk.com)

774-279-2958

## Carmel Movers

Jill Mazzola

[Jill@carmelmoving.com](mailto:Jill@carmelmoving.com)

1-800-287-2042 x 113

## **Al Hutchinson**

Barry H Junk Removal

508-847-9689

## **Textile Recycling - Bay State Textiles**

Samantha Marino - accounts manager

[Samantha@baystatetextiles.com](mailto:Samantha@baystatetextiles.com)

## **Social Media**

Shaye Manning Klotz

[Shaye.m@freshstartfurniturebank.org](mailto:Shaye.m@freshstartfurniturebank.org)

302-236-5189

Wendy Bertone

[6219WBertone@gmail.com](mailto:6219WBertone@gmail.com)

Lysa Miller

[Lysa@ladybugz.com](mailto:Lysa@ladybugz.com)

## **Scentinel Nose Work - Dog Training**

Gail McCarthy 617-775-7968

Monday (~5pm), Wednesdays, and Sundays

# Operations Committee - Job Responsibilities

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Category	Item	Responsibility
<b>Volunteers</b>	Create schedule, monitor staff levels, client slots, volunteer emails	Ann/Jocelyn
	Onboarding of new volunteers	Joy/Jackie
<b>Running the store</b>	Team leaders: Front of house Back of house	Donna/Joan/Jennifer Dave/John P.
	Schedule metal and cardboard pickups	Jackie/Dave
	Liaison with landlord	Dave/Bob
<b>Inventory</b>	Cycle counts	Ann/Dave
	Order mattresses/platforms	Dave/Sue
	Co-ordinate 1-800, Carmel, and AI	Dave/Jackie (Back-up - Bob)
	Monitor inventory levels for client shopping	Joan/Donna
<b>Social Media</b>	Work with social media team	Joy/Jennifer
<b>Accounting</b>	Open mail, deposits, banking, organize receipts	Jocelyn/Ann
	Hold credit cards, have check signing authority	Bob/Dave
<b>Admin</b>	Order supplies Thank you notes to donors	Jocelyn (supplies) Joy (thank you notes)
	Manage Amazon and Target wish lists	Donna (with personal shoppers)
<b>Call Center</b>	Clients and Agencies	Jocelyn/Joan
	Client reminder calls	Joy/Donna

Category	Item	Responsibility
	Donor emails	Jeff (Sunday/Monday) Joan (Tuesday) Leslee (Wednesday) Jennifer (Thursday) Katherine (Friday/ Saturday)
	Transport schedule	John/Jeff