Contact Information

- Store Cheat Sheet
- Operations Committee - Job Responsibilities

Store Cheat Sheet

Store Cheat Sheet

Insurance

Gallant Insurance - Contact is Jeanne Mayer

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

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

Lowes - give phone number

Home Depot - give tax ID

Ocean State - Need paperwork

Harbor Freight - give phone number

BJs 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

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

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
774-279-2958

Carmel Movers

Jill Mazzola

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

Social Media

Shaye Manning Klotz

Shaye.m@freshstartfurniturebank.org
302-236-5189

Wendy Bertone

6219WBertone@gmail.com

Lysa Miller

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
Volunteers	Create schedule, monitor staff levels, client slots, volunteer emails	Ann/Jocelyn
	Onboarding of new volunteers	Joy/Jackie
Running the store	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
Inventory	Cycle counts	Ann/Dave
	Order mattresses/platforms	Dave/Sue
	Co-ordinate 1-800, Carmel, and Al	Dave/Jackie (Back-up - Bob)
	Monitor inventory levels for client shopping	Joan/Donna
Social Media	Work with social media team	Joy/Jennifer
Accounting	Open mail, deposits, banking, organize receipts	Jocelyn/Ann
	Hold credit cards, have check signing authority	Bob/Dave
Admin	Order supplies Thank you notes to donors	Jocelyn (supplies) Joy (thank you notes)
	Manage Amazon and Target wish lists	Donna (with personal shoppers)
Call Center	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