

HouSalvage Recycling Centers

Your source for recycled construction materials since 1995

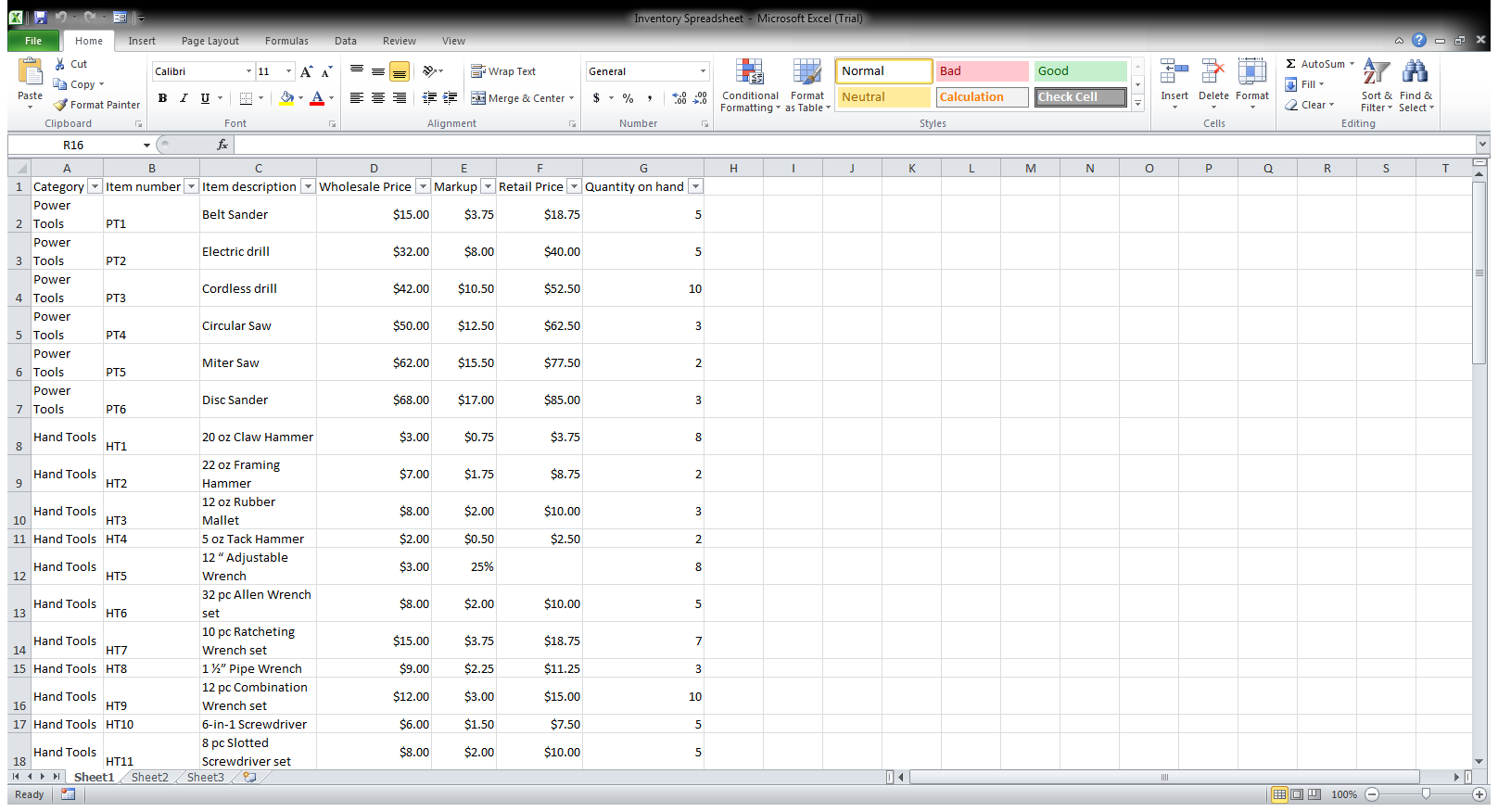
Store Training Manual

Store Opening Procedure

Inventory Training

Our new inventory system is now up and running. This short training document shows you how to locate items, add items to the database, and remove items from the database.

The following screenshot shows the data stored in an Excel spreadsheet.



To locate an item:

1. Enter the item name, part number, or description in the Find box.
2. Select the Find Item button.
3. The location of the item is displayed.
   * A “W” in the location indicates it is in the warehouse.
   * A “P” indicates it has been purchased but not yet received.
   * An “S” indicates that it is in the store. It will also have the aisle and section information in the location.

To update an item:

1. Enter the item name, part number, or description in the Find box.
2. Select the Update Item button.
3. In the Update window, change the information in columns as needed.
4. Select the Save Updates button when you are finished.

Creating the Monthly Sales Flyer

When you create the monthly sales flyer, be sure to include a section regarding the Employee of the Month. Below is the format that this section of the flyer should have. Keep it brief because the main purpose of the flyer is the sales promotions. You can copy the components on this page as a starting point for the flyer. Insert the images where the placeholders indicate there should be images. Remember to include the regular and sale prices for sale items.

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Employee of the Month

Insert a quote from the employee and/or customer here.

Enter text from a brief interview with the Employee of the Month. If they were recommended by a customer, get a quote from the customer about why they recommended the employee.

Insert photo of Employee of the Month here

Thank all of the employees and customers for their support.

Insert images of sale items on this drawing canvas – remove placeholders before inserting images.

Save!

15% Off

Work Schedules

A schedule will be posted in the store office listing the employees scheduled to work with the days and hours listed. It will be posted two weeks prior to the week for the days and hours listed. You need to review the schedule and sign below your name to indicate that you accept the days and hours you have been scheduled for. If you need to change any of your scheduled times, please speak to your department manager immediately. Below is a sample schedule.

|  |  |  |  |
| --- | --- | --- | --- |
| **2467 Parkview Drive**—**Manager, Jessica Collins** | | | |
| **Name** | **Day** | **Begin Shift** | **End Shift** |
| Albert Butler | Monday | 10am | 6pm |
| Tuesday | 10am | 6pm |
| Wednesday | 10am | 6pm |
| Thursday | 8am | 4pm |
| Friday | 8am | 4pm |
| Saturday | 8am | 3pm |
| Virginia Rice | Monday | 8am | 4pm |
| Tuesday | 8am | 4pm |
| Wednesday | 8am | 4pm |
| Thursday | 8am | 4pm |
| Friday | 8am | 4pm |
| Teresa Sanchez | Monday | 10am | 6pm |
| Tuesday | 10am | 6pm |
| Wednesday | 10am | 6pm |
| Thursday | 8am | 4pm |
| Friday | 8am | 4pm |
| Saturday | 8am | 3pm |
| Amanda Wallace | Monday | 10am | 6pm |
| Tuesday | 10am | 6pm |
| Wednesday | 10am | 6pm |
| Thursday | 8am | 4pm |
| Friday | 8am | 4pm |
| Saturday | 8am | 3pm |
| Terry Washington | Monday | 10am | 6pm |
| Tuesday | 10am | 6pm |
| Wednesday | 10am | 6pm |
| Thursday | 8am | 4pm |
| Friday | 8am | 4pm |
| Saturday | 8am | 3pm |

Store Locations and Hours

|  |  |  |
| --- | --- | --- |
| Street | City | Hours |
| 84 South River Road | South Greene | Mon-Fri 8-8, Sat-Sun 8-5 |
| 345 Main Street | Greene | Mon-Fri 9-9, Sat 8-3, Sun Closed |
| 2467 Parkview Drive | Greene | Mon-Fri 8-6, Sat-Sun 8-3 |
| 4283 Greene Way | Greene | Mon-Fri 9-9, Sat-Sun 8-3 |