

*"Our mission is to provide employment opportunities to adults with intellectual disabilities by selling reused art + craft supplies at low cost for the people of Middle Tennessee to create with."*

# Day One Training Guide

Update July 29, 2025

Welcome to Smart! We are so happy to have you on our team. Please take a moment today to familiarize yourself with our facility and do not hesitate to ask any questions you may have!

Questions? For day-of, in store questions.... Sarah: [sarah@smartartandcraft.org](mailto:sarah@smartartandcraft.org), Casey: [casey@smartartandcraft.org](mailto:casey@smartartandcraft.org), Morgan: [morgan@smartartandcraft.org](mailto:morgan@smartartandcraft.org) . For administrative or scheduling questions... Kyle: [kyle@smartartandcraft.org](mailto:kyle@smartartandcraft.org).

1. **Lockers** - When you first arrive for your volunteer shift at Smart, please secure all personal belongings in a locker in the break room. Please feel free to keep your phone on your person. Personal items such as phones or purses should never be left sitting out unattended.
2. **Dress Code** - Every staff member or volunteer is expected to wear a Smart t-shirt or apron and a name tag during every shift. We periodically place new shirt orders (at your own expense) or you may borrow an apron provided for you. Aprons and name tags live in the break room. Closed toed shoes are always required when working or volunteering at Smart, no exceptions.
3. **Announcements/Updates** - Please take a moment at the beginning of each shift to check the break room for any announcements that may be pertinent to your shift. Updates and announcements will typically be posted on a bulletin board or on the fridge. Read the room! What is new today?
4. **Task Cards** - Each volunteer should have a task card on the task wall in the break room. Please always find your task card and get started on your own if possible. Tasks may include things like folding fabric, sorting writing utensils, pricing items, running the register, caking yarn, or stocking the sales floor. Please leave time at the end of your shift to clean up your space! Tasks from the "task wall" should be returned to the task wall. Any items that need to be priced should be put with the keep bins with a KEEP sign in the front of any bin. Place any tools you used during your shift back in the place you found them in. A clean workspace is critical to the safety of all staff, volunteers, and customers. Please check with the MOD for any specific task related questions!
5. **Track Your Hours** - It is important to track all volunteer hours! Please always track your hours on the iPad in the breakroom at the end of your shift. If you ever forget in store you can submit hours anytime in the CURRENT VOLUNTEERS portal at SmartArtAndCraft.org.
6. **Breaks** - Please feel free to take breaks at your leisure! You are welcome to leave food in the break room either on the counter or in the refrigerator. Please always label your food with your name and the date. If there are snacks and drinks provided by Smart please enjoy only one of each per shift.
7. **Have Fun!** - Our team at Smart is a community of creators and people who find value in giving back. Your work here makes an impact on adults with disabilities, our environment, and the arts. Welcome! We appreciate you!

# Sales Floor Scavenger Hunt

\_\_\_\_\_ ARTS + CRAFTS: PAINT, CANVAS,

MARKERS

\_\_\_\_\_ BEADS/JEWELRY MAKING

\_\_\_\_\_ BOOKS

\_\_\_\_\_ \*CURRENT DISPLAY: \_\_\_\_\_

\_\_\_\_\_ \*CURRENT DISPLAY: \_\_\_\_\_

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\_\_\_\_\_ \*CURRENT DISPLAY: \_\_\_\_\_

\_\_\_\_\_ EPHEMERA

\_\_\_\_\_ EPHEMERA PACKS

\_\_\_\_\_ FLORAL

\_\_\_\_\_ FRAMES

\_\_\_\_\_ GENERAL FABRIC (\$3 per pound)

\_\_\_\_\_ HOME GOODS

\_\_\_\_\_ KITS

\_\_\_\_\_ LEATHER/GENERAL FABRIC (\$3 per  
pound) OVERFLOW

\_\_\_\_\_ MISCELLANEOUS: HOLIDAY, OFFICE,  
MIXED MEDIA, PARTY SUPPLIES

\_\_\_\_\_ QUILTING COTTON (\$10 per pound)

\_\_\_\_\_ ROLLS + BOLTS OF GENERAL FABRIC (\$3  
per pound)

\_\_\_\_\_ SCRAPBOOK PAPER

\_\_\_\_\_ SCRAPBOOKING/PAPER CRAFTS

\_\_\_\_\_ SCRAPBOOKING/PAPER CRAFTS + RIBBON

\_\_\_\_\_ SEWING NOTIONS

\_\_\_\_\_ LINENS/PRINTS

\_\_\_\_\_ WOOD WORKING

\_\_\_\_\_ YARN

Numbers with \* are rotating displays! Locate the current display and write it in.

