

Monsoon Madness Cashier/Tally Responsibilities

2019

- Attend monthly planning meetings
- Provide number of volunteers needed to Volunteer Coordinator
 - Tally people write down amount of purchase while customer is in line (before customer gets to the cashier)
 - Cashiers take money from customer
- Coordinate procedures with Holding Area
- Send instructions to volunteers in advance (about 1 week before the sale)
- Ask MGA Treasurer to get money for cash boxes a couple days before the sale (keep money locked-up in the Extension office)
- On the morning of Monsoon Madness cover procedures with cashiers and tally people
- During the sale, take excess money from cashiers, take someone with you, and store in Extension office
- Count the money after the sale; 4 people, including the MGA Treasurer are enough people. You will need to roll the coins. The MGA treasurer will take the money for deposit.

Cashier / Tally – Supply List

Cashiers

- 3 calculators
- 3 cash boxes for cashiers (borrow from Ext Ofc)
- Change for cash boxes
 - 15 -\$10 bills (\$150) – need more in 2020
 - 30 – \$ 5 bills (\$150)
 - 250 - \$1 bills (90 for Cashier chair to hold and distribute as needed)
 - 4 rolls of quarters (\$40)
 - 2 rolls of dimes (\$10)
 - 2 rolls of nickels (\$4)
 - Total \$604.00
- Rags & paper towels to keep tables clean
- Trash cans (3 for cashiers) – 5 gallon pots with plastic liners
- 1 large tote to hold materials at sale
- plastic grocery bags for merchandise
- Need coin rolls to wrap coins after the sale. Ask the Treasurer to bring them.

Tally People

- Clip boards
- Pencils, pads of paper
- Ziplock bags (in case of rain)

July, 2019 Monsoon Madness Cashier/Tally/Procedures

*Note: The times shown below are for the actual time of your shift **for this position**. First shift people are expected to be there at 6am to help set up, move merchandise to the sale yard, etc.*

After the sale ends the 2nd shift people will stay for clean-up.

<u>7:00am – 9:45am - Cashiers</u>	<u>9:45am – 12:30pm - Cashiers</u>
<u>7:00am – 9:45am – Tally People</u>	<u>9:30am – 12:30pm – Tally People</u>

Positions

- **Cashiers** - Three teams, two people to a team (each team with a cash box, calculator, pad of paper)
- **Tally People** - tabulate the merchandise before people get to the cashier (each person has small pad of paper, clip board, pencil, and a zip lock bag in case it rains). It will be helpful if you have pockets or an apron. You may want to bring a small calculator. A sticker on each item will have a price on it.

Instructions for Cashiers

- Keep cash-box closed
- Each item will have a dot with the price
- Customer should arrive with a colored paper with prices listed or a total shown (filled out by a Tally person)
- If you receive a slip for merchandise that is still in the HOLDING area, stamp it paid, initial it, return it to customer; they will need it to get their items out of holding.
- If you receive a paper for a large item, e.g. tree, the paper should state what the item is and the price. After the customer pays, stamp the paper PAID and return it to the customer – they will need it to claim possession of their item or have it marked as SOLD.
- Occasionally customers will want to make a donation. It is ok to take it; we don't provide receipts.
- Mary Barnes will pick up surplus cash box money periodically.
- Cash only transactions will be taken, i.e. no checks or credit cards.

Watch for counterfeit bills; the best we can do is make sure of the following:

\$20 = Andrew Jackson

\$50 = Ulysses Grant

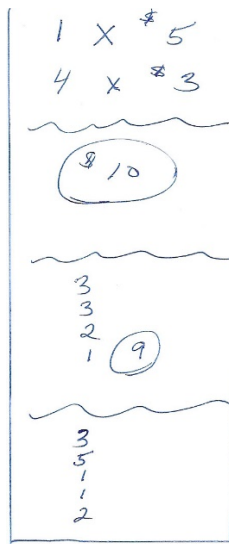
\$100 = Ben Franklin

Instructions for Tally People

- You may combine amounts on the tally sheet or make it clear to the cashier what needs to be calculated. For example, if there are 3 plants at \$3 each, either enter \$9 or \$3 X 3 on the tally sheet. If you provide the final total, circle it. Some customers ask what their total is before they get to the cashier. See below.

- We have not marked down prices for a few years, but if that happens (e.g. ½ price), the tally people will put the ½ price on the sheets that the customer brings to the cashier. Reason: the cashier won't know if the wagon contains ½ price merchandise or specialty plants which will always be sold at full price.

Tally Options



Enter number of items at each price and let cashier do the math

Enter total amount and circle it

Enter prices and total them – circle the total

Just enter individual prices and let cashier total it

Everyone

1. Sign-in with Sandy Dessero when you arrive and sign-out with her when your shift is over. Tally people will be given vests; return them to Sandy.
2. 1st shift – meet in cashier area for instructions at 7:00am!!! 2nd shift – you will receive instructions from Lisa Gerber or Mary Barnes when you arrive.
3. We sometimes mark down remaining merchandise later in the sale so we don't have anything left over. But, that is not a set time, we do not tell customers in advance, and we don't always do it. When/if prices are marked down the decision will be made by the Merchandise chair, and we will be notified. Items that were placed in the HOLD area before the price mark down will still be sold at the full price -slips will be marked FP (full price). The specialty plants will not be marked down.
4. Volunteers may not make purchases while you are “working”. When you do make a purchase, remove your nametag and vest. Take your purchase to your vehicle. Or, you may store it in the Mackin basement – be sure to put your name on it.

Have fun!!!!