



St. Bartholomew’s 2026 Rummage Sale Volunteer Job Descriptions

Merchandise Move Night

Date: Wednesday, September 23
Time: 6:00 PM
Responsibilities: ☒ Move sale inventory from preschool and storage locations to sanctuary and MPR

Setup

Date: Thursday, September 24
Time: Morning; time to be announced
Responsibilities: ☒ Unpack boxes, saving boxes and packing paper for further use on sale days
☒ Display sale items
☒ Set up cashier/bagger stations with bags, packing paper supplies

Sale-Day Logistics

Dates: Friday, September 25 / Saturday, September 26
Times: 8:00 AM–11:00 AM and 11:00 AM–2:00 PM shifts available
Responsibilities: **Cashiers**
☒ Cash and credit card cashiers
☒ Credit card training: Day/time to be announced
Baggers
☒ Wrap/bag/box purchased items at cashiers’ station
Security **** Volunteers needed early to handle early arrivals ****
☒ Wear brightly colored vests for visibility
☒ Crowd control: Ensure entrance and exits are used properly
☒ Greet shoppers / provide directions
☒ Maintain presence in sale areas
“Floater” volunteers
Morning shift: 9:30 AM–11:00 AM / afternoon shift: 11:00 AM–2:00 PM
☒ Provide assistance where needed (filling in for other volunteers needing a break, or filling in where additional help is needed)
☒ Walk the sale areas or cashier stations, assisting where needed
Sales table assistants
☒ “Staff” tables to assist customers and keep merchandise in order
HOLD station
☒ Assist customers needing their items held until ready for checkout
☒ Keep track of HOLD times (30-minute hold allowed)
End-of-sale breakdown
☒ Pack unsold items in boxes; prepare for ReRuns Thrift Shop to pick up
☒ Break down tables, etc. / reset sanctuary for Sunday services