Description of Inventory Czar Job: New for 2016-2017

Recording Inventory

Czar keeps an accurate record of the different items we have for sale and well as the numbers of each item on hand. These counts can be done and recorded at the end of Admit Weekend or Parents Weekend sales, at our garage storage site, from the data produced by “Square” or any other time and place the Czar chooses. FYI, counting on campus at end of NSO sales is ill-advised. The light then is fading and the sales volunteers are very tired.

The Czar provides the Sales Table Managers with an up to date list of all our items and numbers of each item on hand before NSO, Holiday Luncheon, Admit Weekend and Parents Weekend.

Czar alerts Merchandise Buyer when stock of a particular item is running low at least six weeks before and event.

Protecting Inventory

Czar makes sure all merchandise is stored neatly in labelled bins (labels on lids and two sides). Mugs should be bubble wrapped. Tee shirts folded. Each box should hold only one type of item.

All bins and boxes should have lids and be neatly stacked in hosts garage, currently Michele.

There is a budget for purchase of bins and boxes when needed at the discretion of the Czar and Czar submits receipts to the Treasurer for prompt reimbursement. Note: If Czar elects to donate new bins and boxes, she should still submit receipts so club knows how much things cost and get a tax deductible receipt from Corresponding Secretary.

Transporting Inventory

Czar is responsible for bringing merchandise to each sales point and picking it up at the end of sales events and returning it to Michele’s garage. The VP volunteers will provide her with as many helpers as she thinks she needs. Merchandise is
transported from Michele’s garage with cars. The number of people needed to transport will vary with the size of cars individuals have and the amount of merchandise on hand.

**Receiving Inventory**

The Czar receives new merchandise at her home, checks it, updates her inventory count and gets it boxed and neatly stored in Michele's garage. The Merchandise Buyer alerts the Czars about new orders she plans on making and shipping times.

**Sole Proprietors**

The Czar(s) are the sole proprietors of the inventory. She (They) alone enter Michele's garage. If someone wants a item between sales events, that someone makes her request to the Czar. If someone needs information about our stock, she asks the Czar.

**Supply Box and Display Box and Chat Box**

With the inventory are three odd boxes. One is a Supply box. It has pens, markers, tape, clipboards, plastic frames, bags and more. This goes with the merchandise at every sale. Another is the Chat box. It has flyers, more plastic frames, clip boards and pens. These are brought to sales events and given to the Chat corner crew. And lastly the Display box. It has items used for display and boxes and trays used to enhance the display. It also goes with the merchandise to the sales table. Czar is not responsible for inventoring these boxes, just transporting them. Chat crew, Merchandise Buyer and Sales Table Managers fill these boxes.