

Department Coverage 2019

	84	101	151	171	181	Expectations	Vendor Supporting Category
Alexis Angel Stand		April	Lex	Kaime	John	Clean stand, contact other locations to see if they have excess items of SKU's that are missing. Inform manager what is missing and needs to be re-ordered if other locations do not have any to share.	
Anniversary	Carla	Jessica	Carol	Jess	Nejra	Dust product and windex glass shelves. Look under the run (where excess Anniversary product is kept) and see if there are any items that are not on display. Use the vendor (picture)re-order form and see what is missing in the section. Leave detailed information for manager to re-order.	Amscan Splash Lolitta Precious Moments Enesco Hallmark
Baby	Claire	Jessica	Carol	Deb	Nejra	Dust product and windex glass shelves. Look under the run (where excess Baby product is kept) and see if there are any items that are not on display. Use the vendor (picture)re-order form and see what is missing in the section. Leave detailed information for manager to re-order.	Amscan Splash Precious Moments Bella Flor Banks Enesco Hallmark
Baptism / Christening	Claire	Jessica	Carol	Renne	Lisa	Dust product and windex glass shelves. Look under the run (where excess Baptism product is kept) and see if there are any items that are not on display. Use the vendor (picture)re-order form and see what is missing in the section. Leave detailed information for manager to re-order.	Hallmark Amscan Splash Precious Moments Roman Enesco
Birthday - Milestone - Aged	Carla	April	Bobbi	Jess	Luca	Dust product and windex glass shelves. Look under the run (where excess Baptism product is kept) and see if there are any items that are not on display. Use the vendor (picture)re-order form and see what is missing in the section. Leave detailed information for manager to re-order.	Hallmark Lolita Pavilion Splash Enesco Amscan
Books & Bookmarks	Sabrina	April	Bobbi	Alessia	Luca	Dust product Use the vendor (picture) re-order form and see what is missing in the section. Leave detailed information for manager to re-order.	Hallmark- Splash

Department Coverage 2019

	84	101	151	171	181	Expectations	Vendor Supporting Category
Candy (British & Walkers)	Carla	Jessie	Cara	Alessia	Nejra	Dust and fill product, Re-merchandise as product sells through. Check expiry dates and let manager know if product is close to code.	Morgan Williams Walkers
Cards, Gift Wrap & Stationary	Patty	Karen & Jessica	Carol	Marlene	Angie	Card associate will be responsible for all orders, re-orders, refresh of lines. They will also be required to clean and fill product from under the run on every shift.	Hallmark
Children of an Inner Light	Yousef	Jessie	Cara	Jen	Luca	Dust product and windex glass shelves. Look under the run (where excess Baptism product is kept) and see if there are any items that are not on display. Use the vendor (picture)re-order form and see what is missing in the section. Leave detailed information for manager to re-order."	Enesco
Communion - in season	Kim	Donna	Bobbi	Renne	Lisa		Hallmark Splash Roman Precious Moments
Confirmation - in season	Kim	Jessie	Bobbi	Renne	Lisa		Hallmark Splash Roman Precious Moments
Dance -seasonal	Claire	Jessie	Bobbi	Deb	Michelle		Splash
Disney / Marvel/ Star Wars	Marley	Jessica	Bobbi	Deb	Sam	Dust product and windex glass shelves. Look under the run (where excess Disney?Marvel & Star Wars product is kept) and see if there are any items that are not on display. Use the vendor (picture)re-order form and see what is missing in the section. Leave detailed information for manager to re-order."''''	Hallmark Enesco

Department Coverage 2019

	84	101	151	171	181	Expectations	Vendor Supporting Category
Earth Angel Stand	Marley	April	Carol B	Kaime	Sam	Clean stand, contact other locations to see if they have excess items of SKU's that are missing, Inform manager what is missing and needs to e re-ordered if other locations do not have any to share.	
Everyday (No Category)	Manager Owns						
Frames	Kaleigh	Donna	Carol	Ivona	Nejra	Dust product and windex glass shelves. Look under the run (where excess Disney?Marvel & Star Wars product is kept) and see if there are any items that are not on dsisplay. Use the vednor (picture)re-order form and see what is missing in the section. Leave detailed information for manager to re-order.	Hallmark Malden Splash Enesco Pavilion Amscan
Ganz Stand	Alysia	Jessie	Lex	Ivona	John	Clean stand, contact other locations to see if they have excess items of SKU's that are missing, Inform manager what is missing and needs to e re-ordered if other locations do not have any to share.	Ganz
Gradutaion	Kaleigh	Jessie	Bobbi	Deb	Nejra	Dust product and Windex glass shelves. Look under the run (where excess Disney? Marvel & Star Wars product is kept) and see if there are any items that are not on display. Use the vendor (picture) re-order form and see what is missing in the section. Leave detailed information for manager to re-order.	
Growing Up Girls		Donna	Corrine	Deb	Luca	Dust product and windex glass shelves. Look under the run (where excess Growing Up GirlIs are kept) and see if there are any items that are not on dsisplay. Use the vednor (picture)re-order form and see what is missing in the section. Leave detailed information for manager to re-order."	Enesco
Guest Books & Photo Alums	Kaleigh	Jessie	Carol	Marley	Angie		Hallmark- Malden

Department Coverage 2019

	84	101	151	171	181	Expectations	Vendor Supporting Category
Inspiration	Sabrina	Kendra	Lex	Diane	Michelle		Hallmark Enesco Pavilion
Invitations	Patty	Karen	Carol	Marlene	Angie		Hallmark
Itty Bitty	Marley	April	Cara	Ivona	John		Hallmark
JoAnne Eschrich	Alysia	Donna	Lex	Jess	Sam		Hallmark
Journals & Address Books	Patty	Kendra	Carol	Marlene	Angie		
Keepsake Ornaments		April		Diane	Angie	support manager in handing out Premier training material filling of ornaments dusting ornaments & ornament wall	Hallmark
Kids Faith	Claire	Kendra	Carol H	Jess	Nejra	Dust product and Windex glass shelves. Look under the run (where product is kept) and see if there are any items that are not on display. Use the vendor (picture) re-order form and see what is missing in the section. Leave detailed information for manager to re-order.	

Department Coverage 2019

	84	101	151	171	181	Expectations	Vendor Supporting Category
Memorium	Yousef	Kendra	Bobbi	Jen	Michelle		Splash Pavillion Hallmark Amscan
Mugs - assorted	Yousef	Jessie	Michael	Alessia	John	Dust product and windex glass shelves. Look under the run (where excess mugs are kept) and see if there are any items that are not on display. Look to see if any of the excess mugs can be crossed merchandised in other departmetns in the store. Use the vednor (picture)re-order form and see what is missing in the section.	Amscan Enesco Splash Pavillion Hallmark
Peanuts	Marley	April	Bobbi	Deb	Lisa		Hallmark Eensco
Peepers Stand	Patty	Kendra	Nakita	Kaime	Sam	Clean stand, contact other locations to see if they have excess items of SKU's that are missing, Inform manager what is missing and needs to e re-ordered if other locations do not have any to share.	David Youngston
Pet	Yousef	Jessica	Michael	Renee	John		Hallmark Amscan
Plush - Including TY, Trends	Claire	Kendra	Corine	Kaime	Luca	Dust section with Windex Fill section with excess overstock in the back	
Precious Moments trains	Claire	Donna	Carol	Jess	Lisa		Crossboarder Sales

Department Coverage 2019

	84	101	151	171	181	Expectations	Vendor Supporting Category
Remember When	Carla	April	Lex	Jess	John		
Retirement	Carla	Kendra	Bobbi	Jess	Luca		Splash Pavillion Hallmark Amscan
Roman Music Box stand	Kaleigh	Kendra	Lex		Michelle	Clean stand, contact other locations to see if they have excess items of SKU's that are missing, Inform manager what is missing and needs to e re-ordered if other locations do not have any to share.	Roman
Seasonal Wall Feb. - June 31	Kaleigh	Jessica	Bobbi	Deb	Nejra		
Sentiment Sign Stand	Kaleigh	Karen	Bobbi	Ivona	Nejra	Clean stand, contact other locations to see if they have excess items of SKU's that are missing, Inform manager what is missing and needs to e re-ordered if other locations do not have any to share.	Hallmark
Signs	Marley	Karen	Cara	Ivona	Nejra		
Snoozies	Kaleigh	Kendra	Nakita	Kamie	Luca	Organize, Fill & Dust bottom of stand	Crossboarder Sales

Department Coverage 2019

	84	101	151	171	181	Expectations	Vendor Supporting Category
Souvenirs	Kaleigh	Jessie	Bobbi	Ivona	Michelle		Splash Niagara Rivers
Socks - Adult & Kids	Patty	Jessie	Bobbi	Renee	Angie		
Teacher	Kim	Donna	Bobbi	Jess	Lisa		Splash Pavilion
Terramundi Pots / Splosh Banks	Kaleigh	Jessie	Michael	Jess	Michelle		Bella Flor Splash
Thoughtful Angels	Claire	Donna	Lex	Kaime	Sam	Clean stand, contact other locations to see if they have excess items of SKU's that are missing, Inform manager what is missing and needs to be re-ordered if other locations do not have any to share.	
TY Wall	Claire	Kendra	Corine	Kaime	John	Dust section with Windex Fill section with excess overstock in the back	TY
Wedding	Carla	Jessica	Carol	Deb	Nejra	"Dust product and windex glass shelves. Look under the run (where excess Wedding product is kept) and see if there are any items that are not on display. Use the vendor (picture)re-order form and see what is missing in the section. Leave detailed information for manager to re-order."	Hallmark Splash Enesco

Department Coverage 2019

	84	101	151	171	181	Expectations	Vendor Supporting Category
Willow	Alysia	Donna	Kathy & Lex	Jen	Sam	Dust product and windex glass shelves. Look in back room (where excess Willow product is kept) and see if there are any items that are not on display or need to be filled. If you are out of an items contact another location to see if they have one to hold you over. Use the vendor re-order form to let the manager know what is needed.	Enesco
Wine	Kaleigh	Jessica	Bobbi	Renne	Nejra	"Dust product and windex glass shelves. Look under the run (where excess Wine product is kept) and see if there are any items that are not on display. Use the vendor (picture)re-order form and see what is missing in the section. Leave detailed information for manager to re-order."	Hallmark Splash
Wishing Threads	Kaleigh	Jessie	Kaden	Jen	John		