

Department Coverage 2019

	84	101	151	171	181	Expectations	Vendor Supporting Category
Alexis Angel Stand				Kaime		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.	
Anniversary				Alex	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 dsisplay. Use the vednor (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				Deb	Lisa	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 dsisplay. Use the vednor (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 Enesca Hallmark
Baptism / Christening				Renne		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 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 Amscan Splash Precious Moments Roman Enesco
Birthday - Milestone - Aged					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 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 Lolita Pavilion Splash Enesco Amscan
Books & Bookmarks						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

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Candy (British & Walkers)				Alessia		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			Marlene		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				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				Renne			Hallmark Splash Roman Precious Moments
Confirmation - in season				Renne			Hallmark Splash Roman Precious Moments
Dance -seasonal							Splash
Disney / Marvel/ Star Wars				Deb		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

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Earth Angel Stand				Kaime	Mathew	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				Ivona	Lisa	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				Rachel	Mathew	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						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						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							Hallmark- Malden

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Inspiration							Hallmark Enesco Pavilion
Invitations							Hallmark
Itty Bitty				Ivona	John		Hallmark
JoAnne Eschrich					Sam		Hallmark
Journals & Address Books							
Keepsake Ornaments				Diane		support manager in handing out Premier training material filling of ornaments dusting ornaments & ornament wall	Hallmark
Kids Faith						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.	

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Memorium				Jen	Michelle		Splash Pavillion Hallmark Amscan
Mugs - assorted				Alessia		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							Hallmark Eensco
Peepers Stand					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				Renee			Hallmark Amscan
Plush - Including TY, Trends						Dust section with Windex Fill section with excess overstock in the back	
Precious Moments trains					Lisa		Crossboarder Sales

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Remember When							
Retirement					Luca		Splash Pavillion Hallmark Amscan
Roman Music Box stand						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				Diane	Nejra		
Sentiment Sign Stand				Alex		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							
Snoozies				kaime		Organize, Fill & Dust bottom of stand	Crossboarder Sales

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Souvenirs				Ivona	Michelle		Splash Niagara Rivers
Socks - Adult & Kids							
Teacher							Splah Pavilion
Terramundi Pots / Splosh Banks				Rachel	Michelle		Bella Flor Splash
Thoughtful Angels					Mathew	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.	
TY Wall				Kaime		Dust section with Windex Fill section with excess overstock in the back	TY
Wedding				Alex	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 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 Splash Enesco

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Willow				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				Renne		"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							