**Welcome to Grandma’s Attic!**

**Your willingness to volunteer** enables *Christ the King Parish* to reach out to all who are in need of clothing – and other items – at a reduced price. It permits the local agencies who serve the poor to know of a place that will provide what is needed to those who have little or nothing. It allows *Christ the King Parish* to donate to the *Office of Community Service & Advocacy* $6,000*., West Warwick Assistance Agency $1200.,* and *Be the Change Sunday Meal $1200.* annually to help provide gift cards to those who are in need of food.

**Grandma’s Attic** is well known and its reputation continues to grow thanks to your generosity and the generosity of countless people who donate clothes, shoes, books, electronic items, small pieces of furniture, glassware, baby clothes and so much more!

**Grandma’s Attic** is also a place where people can come and know that they will not be rejected. It is a place where – because of the generosity of so many people who donate – other organizations and agencies find a willingness to help and often a generous donation (*freely received, freely given*). Like the prophet *Elijah*, **Grandma’s Attic** trusts that *‘the jug of water will never run dry and the jar of flour will never be empty.*’ It is a place that is now serving the needs of people who live locally, and who live thousands of miles away.

**Thank you** for your willingness to serve!

Fr. Tim Lemlin

**Grandma’s Attic**

Contact Information:

Shift Supervisors

All general information questions & when you cannot serve should be directed to your Shift Supervisor:

Theresa Benton 821-3445 (nbenton3@cox.net)

Anna Conca 821-7614 (annaconca1@cox.net)

Pauline Cote 828-4128 (pcote25@cox.net)

Judith Forcier 821-8556 (judith.forcier@gmail.com)

Sue Lawrence 828-7661 (sueql46@yahoo.com)

Sue Paquette 828-6912 (suepaquette22@yahoo.com)

Janice Rousselle 828-0654 (jan\_rr@yahoo.com)

Rita Selby 821-3399 (rselby1960@gmail.com)

Anna Skorski 827-6319 (annaskorski@me.com)

**If a medical emergency occurs, dial 911.**

Diocesan Outreach Center, West Warwick

Located in the West Warwick Community

Center (Across from the Post Office)

Darlene Lemoi

Office Hours: Mon., Wed., Sat.,

8:30 am – 4:30 pm, call 823-6211

**Volunteer Guidelines**

* **Please dress appropriately**. GA is a relaxed atmosphere, but some minor lifting, cleaning or stocking of shelves might occur during your shift. It is therefore encouraged that – for safety reasons – closed toed shoes or sneakers be worn.
* **Items are priced as marked.** Your shift supervisor may be consulted if a question arises.
* **When a person has a note from Darlene Lemoi,** the shift supervisor should be consulted. The supervisor will provide you with the appropriate instruction.
* **Normally Grandma’s Attic accepts cash** for items sold. If the shift supervisor, however, knows the person and feels that it is safe to accept a check, a check can be accepted (no limit). No bills greater than $20 may be accepted.
* **Any volunteer not able to work their shift should contact their shift supervisor**. Please DO NOT call the office with scheduling issues.
* **Try to arrive 10-15 minutes prior** to the time that your shift begins. This will allow your supervisor to get organized and to offer you any necessary updates.
* **No dressing room or restroom facilities** **are available.** Volunteers may use the restroom in the Parish Center. Please see your supervisor for details. (The facilities in the hallway – due to safety concerns – cannot be used, and the restroom in the Parish Center is for store volunteers only.)
* **The startup money and closing receipts** will be handled by the shift supervisor. Individual transactions can be handled by whoever is assigned to the register.
* **Please use the register** for all transactions. You will receive training.
* **The shift supervisor is responsible** to oversee the counting of the cash/checks in the drawer at the end of their shift.
* **Donations that come in during your shift**: **No items – for safety reasons – can be left in front of any door or in the aisle.** ***This includes the closet door.*** The shift supervisor will advise you regarding what items – that arrive during your shift – can be resold immediately and what items need to be put aside. All items that are delivered during your shift should be first inspected for integrity, safety (e.g. lead paint, loose buttons, snaps, zippers, etc.) and cleanliness before it is resold.
* **When an item is returned** to the store (with receipt), (**during that visit**) either the cash amount paid for the item is returned or the item can be exchanged for another item of equal value. **ABSOLUTELY NO CREDIT CAN BE GIVEN.**
* **The telephone number of Grandma’s Attic** is unpublished to minimize unsolicited telephone calls.
* **Please make suggestions and comments** to your shift supervisor. The supervisors do meet every three months, and all comments and suggestions are discussed.