

# Picture Process Maps (PPM) and Guidelines

Shoes



# Shoes Process: Floor Work

Revised December 2022

**All processors are required to do a minimum one hour of floor work at the beginning of every shift. The required floor work process for shoes processors is as follows:**

1. Pull shoe items with color tag of the week from sales floor. Organize and face each section, tie laces, look for items that are out of place (i.e., wrong size, color, department/section).
2. Rubber band and place pulled items in distribution cart. Put go backs or single shoes in designated bin on distribution cart.
3. Wipe down and dust shelving from top to bottom as you complete each 5-foot section.
4. Evaluate pulled merchandise for Halloween and back stock. Use box to backstock and place in appropriate seasonal gaylord.
5. Pair up any singles shoes and place back on sales floor. Place any leftover single shoes in the single shoe box located in the ASIS gaylord at station.
6. Leave the last 15 minutes for go backs. Return all go back items to the proper area of the sales floor before returning to the production area. **Items that do not have tags must be re-printed and rolled back to the appropriate area of the sales floor along with all go backs.**
7. When distribution cart is full, empty and place merchandise into pull gaylord. Make sure gaylords do not have product overflowing.

**Average time per 5-foot section: 8 minutes**

## Required Supplies

- Distribution cart
- Rubber bands
- Color chart
- Cleaning towel
- Spray bottle
- Cardboard box for seasonal items



*Note: Please see store management for replacement signage, labels, and size rings.*

# Shoes Process

## 1. Pre-print labels at the ROBarT (computer station).

- Print tags and labels for each price point, including seasonal.

## 2. Bring one unit (bag or box) to workstation. Safely fill the table.

- Work one unit at a time. After unit is processed, start working next unit.
- If it is sellable, place on the workstation to process.
- If it is non-sellable, band paired shoes with rubber band and place in as-is gaylord next to workstation. For shoes without a mate, place in the single shoe box in the as-is gaylord.
- Place non-shoe items in appropriate sort container so product can be rerouted. Sort container categories include Linens, Books, Miscel, Electrical, and Cloth. Place jewelry and found money in the designated plastic tub on top of the workstation. A manager should collect jewelry and found money daily.
- When unit (bag or box) is empty, place in appropriate location to prepare for recycling or compactor.



*\*Do not leave the workstation to ask for a price. If unsure of what to price an item, place in a designated area and ask store management later for assistance.*

# Shoes Process, Cont.

## 3. Use label to price item.

- Wipe or clean the pair of shoes and tie, if appropriate.
- Determine price point and place label on the inside of the right shoe.
- Code items \$4 or higher with a black or red grease pen on the bottom left shoe. Do not damage the item. For paired shoes \$19 or higher, add a white tag to the shoe that says “ask for mate.” Keep one shoe in back room.
- Price, and place seasonal items in appropriate container next to the workstation.

## 4. Place shoes on cart by men’s and women’s and place kids shoes in a laundry basket and roll out to sales floor.

**Note: Manager must check cart prior to rolling.**

## 5. Turn in all gaylord tags and unused price tags/labels to store management at end of day.

## 6. At end of day, RMP is responsible for cleaning and restocking workstation. For supplies, see manager.



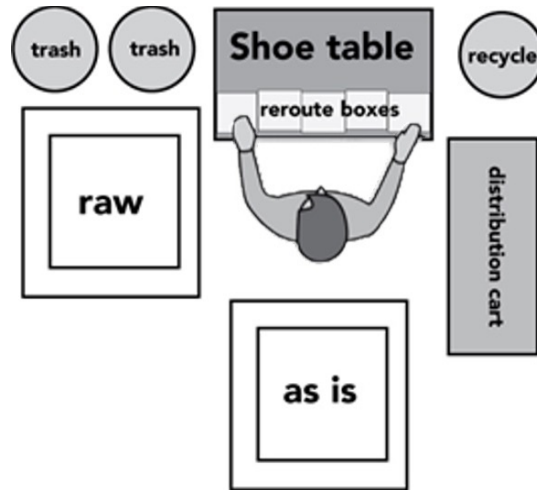
*\*Do not leave the workstation to ask for a price. If unsure of what to price an item, place in a designated area and ask store management later for assistance.*

# Shoes Process, Cont.

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## Required Tools and Materials

- Raw gaylord (1)
- Recycle trash can (1)
- Trash cans (2)
- Cardboard boxes for reroutes (5)
- Pre-printed labels
- Grease pen (2), 1 red, 1 black
- Boot clips
- Medium binder clips
- Tubs for jewelry and found money (2)
- Spray bottle with AF79 cleaner (1)
- Cleaning rags
- Distribution cart (1) with 1 laundry basket for kids shoes
- Rubber bands
- "Ask for mate" bin (1)
- Single-shoe box (1)
- Scissors
- Vaseline
- Magic eraser
- Shoe brush
- Workstation supply bin
- Fatigue mat (1)



**Note:** Please ensure single shoe box is secure before ASIS gaylord leaves the station.



## Coding LOWPRICES

L = \$1  
O = \$2  
W = \$3  
P = \$4  
R = \$5  
I = \$6  
C = \$7  
E = \$8  
S = \$9

# Shoes: Tagging Guidelines

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Picture	Item	Tag or Label	Code
	Shoes	Label inside of right shoe (see picture)	Bottom of left shoe
	Boots	Label inside of right shoe or back of right heel (see picture)	Bottom of left shoe