

# Picture Process Maps Clearance Center

# Clearance Center Rotation

Full rolling tables go to clearance center staging area. Two different layouts are used on a daily basis.

1. Divide store in half.
2. Combine all tables from clearance center sales floor and bring to cloth baling area.
3. Take rolling tables from staging area and bring inside clearance center sales floor for next rotation. Product includes cloth, miscel, electrical, and books.
4. Place linen gaylords in back area of clearance center. If there is an overflow of product, gaylords of cloth or miscel may also be placed here.
5. Once clearance center sales floor is full, have customers shop.
6. Combine remaining product after rotation is done and bring back to appropriate area (baler, conveyer, sorting.)



There are 5 scheduled rotations, Monday through Saturday and 4 scheduled rotations on Sunday. Smaller rotations are added occasionally to increase sales.

# Clearance Center Recycling

Place following rolling tables in back wall sorting area after clearance center rotation. Route and sort product in following gaylords:

- Electrical
- Metal
- Dell
- Plastic
- Miscel

**Important:** Gaylords cannot leave sorting area without label. Tell supervisor if running low. Supervisors can print more labels.



Bring other product to following areas:

- Cloth, stuffed animals, belts, purses, and plastic bags go to designated sorting area
  - Belts/purses in good condition go to baler area, poor quality goes in trash
  - Stuffed animals and plastic bags go to baler area
- Cloth and linen on tables after rotation goes in gaylord and then to baler
- Kitchenware goes into 50 lb. bag. Toys go in separate 50 lb. bag.
- Shoes go to salvage area where they are separated and placed in single shoe bags
- Books go to salvage area; media go to trash
- Miscel goes to conveyer belt for sorting
  - Good quality linen goes to baler area, poor quality cloth goes in trash

