

## **17.42 Merchandise Presentation**

### Policy:

It is the policy of Licking/Knox Goodwill Industries, Inc. to offer well-merchandised stores that impart continuity in their presentations.

### Procedure:

The Director of Retail in conjunction with the Retail Coordinators and store managers will prepare a merchandise layout plan. Major departments within the merchandise layout plan will include:

- Ladies' Clothing
- Men's Clothing
- Children's Clothing
- Linens/Domestics
- Shoes, Belts, Purses
- House Wares, Small Appliances
- Furniture
- Bedding
- TVs/Electronics
- Toys
- Books
- Seasonal Items
- New Goods
- Specialty Items
- Clearance

Aside from departmentalized areas as required in the merchandise layout, like items are grouped together when practical. Examples: men's shirts with men's shirts, ladies' coats with ladies' coats.

Other methods of merchandise presentation may include colorizing or sub-classifications.

It is the responsibility of the store manager, or an assigned alternative, to prepare attractive and current seasonal displays throughout the retail store.

Seasonal displays and sales information must be displayed and removed in accordance with the retail plan and schedule to insure uniformity throughout all retail stores.

The Director of Retail will deliver the retail schedule to store managers annually. Schedules may be updated as necessary.