

Pace Setter: 1st Position



- ✓ Cut shrink wrap from the top-down
- ✓ Safely place cartons onto nestaflex
- ✓ Cut open cartons away from body
(sides first, then lift middle and cut)
- ✓ Identify and separate hardlines items for EAS tagging, as needed



- ✓ Quickly open all flaps and send carton to next position
- ✓ Flatten cartons as emptied
- ✓ Share responsibilities with Bulk Sorter



Working Smart Tips:

- ✓ Always cut away from yourself
- ✓ Have all necessary tools within arm's reach
(box cutter, trash)

Bulk Sorter: 2nd Position



- ✓ Neatly stage bulk merchandise onto appropriate equipment (tanks or laundry bins)
- ✓ Share responsibilities with Position 1 – Pace Setter
- ✓ Help Position 3 – Basics Sorter as necessary
- ✓ Apply / sort EAS tagging as necessary
- ✓ Turn carton when there is only apparel left in box
- ✓ Flatten cartons as emptied



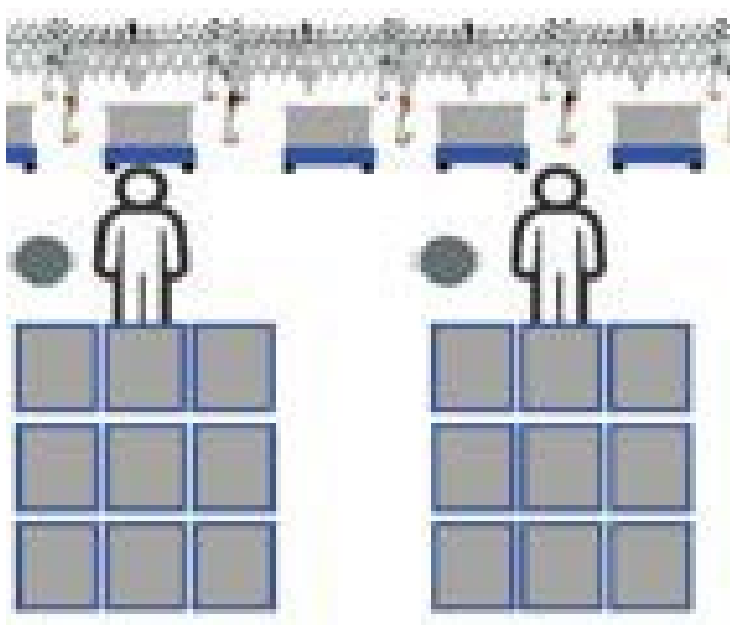
Working Smart Tips:

- ✓ Have all necessary tools within arm's reach (box cutter, trash)

Basics Sorter: 3rd Position



- ✓ Pull non-apparel merchandise and sort directly into designated totes by category
- ✓ Apply / sort EAS tagging as necessary
- ✓ Stay in same position – work one box at a time and remove all basics
- ✓ Turn carton when there is only apparel left in box
- ✓ Do not consolidate apparel into boxes unless necessary
- ✓ Assist positions other positions as necessary
- ✓ Flatten cartons as emptied



Working Smart Tips:

- ✓ Have all necessary tools within arm's reach (box cutter, trash)

- ✓ Working one garment at a time, complete the following steps:
 1. Apply EAS tag, if applicable
 2. Insert appropriate hanger
 - Top hangers – slide through neck and shoulder of garment
 - Bottom hangers – flat hang women's, fold hang men's
 3. Apply size ID
 4. Fold the garment towards you
 5. Repeat steps above for each garment in a batch (usually 5-6 items)
 6. Pick-up the batch by the hangers and place on z-rack sorting by Men's, Women's, and Kid's

- ✓ Do **NOT** sort apparel by size onto z-rack

Working Smart Tips:

- ✓ Batching 5-6 items at a time will increase efficiency
- ✓ One apparel processor can hang 2-3 z-racks per hour (200-300 units)