

SALTY SISTERS STORE (SSS) JOB DESCRIPTION

Updated September 2026

PURPOSE:

To provide members with an affordable variety of logged merchandise. Merchandise is sold at cost and is not intended to make a profit.

JOB DUTIES: It is extremely helpful to have two people working in stores. One person can do the bookkeeping (sales, accounting, reporting) and the other person can do the buying (called the buyer.) Also, the merchandise is to be kept at the home of one or both of the people doing SSS as there is no secure place to store the merchandise at the club.

Set-Up: Arrive about 10 minutes early to lunch and set up display merchandise on the table and clothing rack (provided by SPYC staff) and have a price list for all available items listed on the computer document (Google Docs) as well as the Square App.

SALES & ACCOUNTING:

The beginning of October is the start of the fiscal year. Set up three documents that will be used every month. The first document is the SS Order Forms on a Google Docs spreadsheet. Copy what was done from the month before onto the new month, update any new merchandise or take off what was sold and no longer available. The second document is the Monthly Sales using a Google Docs spreadsheet. Make a tab for each month. Use the information from the SS Order Forms to complete the Monthly Sales spreadsheet. The third document is the Board Report using a Google docs document. . Try to keep it to one page.

Sales: Merchandise is sold during lunch meetings; purchased with cash, check made payable to Salty Sisters, or charge on the Square App. (The new person doing SSS will need to get the Square App on their phone.) Any charge sale done on the Square App will have 3%-4% additional charge to cover the cost of using Square. Each sale will be recorded on the Google Doc SS Order Form for the week. **Update the SS Order form each time a new item is added to sell and take off any merchandise that is sold out.**

Accounting: **1.** At the end of each month, use the SS Order Forms document for the month and calculate what was sold for the month, how much was cash, check, charge and charge fee. **2.** Put that information into the Monthly Sales Document for the month. **3.** Copy that spreadsheet and put it into the report (listed below).

Report: SSS will send in a monthly report to the Captain, Treasurer, and Secretary who will disseminate the report to the board. The report will include a list of any new items purchased, how many sales were made, and how many sales days were had for the month. Also, include the monthly spread sheet, also found in google docs.

Annual Report: This is due the first of October (or end of September.) A brief listing of total sales for each month and what, if anything, was purchased. Send to the Captain, Treasurer, and Secretary.

Research: The buyer can field requests from SS members about new merchandise, checking availability and cost. A list of vetted vendors may be used as well as researching new vendors. The buyer should keep an updated list of vendors yearly and send it in with the Annual report. The buyer should also speak with a board member to get copies of the Salty Sister Logos to use on purchases.

****One note about logos on purchases.** It was found that we only purchased a few pieces of a new item and did not put logos on it initially. We offered that option to the group if they wanted a logo or not. This way we did not have to hold onto a lot of stock and it worked well. We tried to purchase something new every month or few months, and only a few at a time.

SALTY SISTERS STORE- PAST AND PRESENT VENDORS

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***When purchasing merchandise, pay for it yourself and then get reimbursed using a reimbursement form found on the SS website under FORMS. Turn the reimbursement form into the treasurer for reimbursement.*

LIFEISGOOD.COM : Tee shirts of good quality and often on sale.

IBKUL.COM: UPF 50+ sun protective shirts. They often have shirts on sale.

Century Jewelers: Salty jewelry can be ordered from **Century Jewelers**, 6801 Gulfport BLVD, South Pasadena. Payment is to Century Jewelers and remitted directly to them.
<https://thecenturyjewelers.com> (727) 344-2524. Salties can also view online on a separate Salty secure link to view items and order. Here is the secure Salty link:
<https://centuryjewelers.net/collections/private-spyc-salty-sisters>

Big Fish: 1915 62 Ave N, St Pete FL. 33702 Logos, shirts, hats, sportswear, promo items available. Logos on file. Can purchase items elsewhere and have them logoed at Big Fish.
<http://www.bigfishco.com> (727) 525-5010

DPI: 20 S Linden Ave., South San Francisco, CA 94080. [Home - Dpi](#) Silk and ploy scarves. 2 logos on file. Past contacts: Sanjay 415-217-0031, sanjay@dpi-sf.com, Mary 415 830 4793.

LIGHTHOUSE UNIFORM CO.: Blazer patches. Contact Alex Laymen 206 282 5600 ext 113. alex@lighthouseuniform.com <https://lighthouseuniform.com> 1532 15th Ave W, Seattle, WA 98119

PAMI DESIGNS INC.: Small logoed cell phone bags. Contact Pamela French, 813 931 9675 Pamela@pamipocket.com

PRESTIGE FLAG: Burgee. Contact: Adele Bravo, 619 330 3404 591 Camino De la Reina #917, San Diego, CA 92108

HQ LOGO: 1551 102 Ave N, 727 527 1999 Various items similar to Big Fish Logos on file. Contact : Joanne Kerr

SPORTSHIRTSOUTLET.COM : 910-839 6207, Nice blouses, competitive prices

UNIFORM NAMETAPE COMPANY: Contact: Sandy, 813 839 6737 Tee shirts with bling, luggage tags. Logos on file.

SOUTHERN IMAGE EMBROIDERY: 4861 Park St N., Contact: Jeff Lewis, 727 544 2700. Tee shirts, hats, sportswear, promo items available, logo on file, will print items not purchased from there.

E4HATS.COM : 714 526 1300 Visors previously ordered here.

BURLAPFABRIC.COM : Wine totes previously ordered here.

ACE INTERNATIONAL: 250 Spring Street, Atlanta, GA Nautical Watches

GAIL FALKINGHAM: Special Artwork

CREATIVE MONOGRAMMING: Betsy Hovland, 2073 Range Road, Clearwater, 727 449 2032

GOLDEN SALES JEWELERS: Suzanne Larrison

AMAZON: Often found PJ's, tee shirts and other merchandise for a good price

MACY'S: Jackets found on sale

BOURBON AND BOWTIES: Lisa is our contact. She has the mold for our 75th Anniversary bangle bracelet. If a new mold is needed for our Salty Sisters logo, there is a \$150 mold charge . There is no minimum order. (813) 689-6611. [Bourbon and Bowties - Bangle Bracelets, Beaded Bracelets, Jewelry](#)