

Standard Operating Procedure (SOP): Gift Wrapping Preparation and Workstation Setup

This SOP details the **gift wrapping preparation and workstation setup**, focusing on organizing supplies, arranging materials efficiently, maintaining a clean and accessible workspace, and ensuring all necessary tools such as scissors, tapes, ribbons, and wrapping papers are ready for use. The goal is to optimize workflow, enhance productivity, and deliver consistently attractive gift presentations.

1. Purpose

To provide standardized guidelines for setting up and maintaining the gift wrapping workstation, ensuring efficient operations and quality results.

2. Scope

This SOP applies to all employees and volunteers responsible for gift wrapping services at [Location/Organization].

3. Responsibilities

- Ensure all required materials and tools are stocked and available.
- Maintain cleanliness and organization of the workstation.
- Report damaged tools or low inventory to the supervisor.

4. Materials and Tools Required

Item	Quantity	Location
Wrapping Papers (various designs)	As needed	Paper rack or shelf
Scissors	At least 2 pairs	Tool organizer
Tape (double-sided, invisible, decorative)	3 rolls each	Tape dispenser/holder
Ribbons & Bows	Assorted	Ribbon rack/box
Gift Tags & Cards	Assorted	Drawer or dedicated box
Decorative Accessories (flowers, ornaments, etc.)	Assorted	Accessory bin
Measuring Tape/Ruler	1-2	Tool organizer
Cleaning Supplies (sanitizer, wipes)	1 set	Under workstation/on cart

5. Procedure

1. Pre-Shift Preparation

- Wash hands and sanitize the workstation area.
- Ensure all wrapping materials and tools are present and undamaged.
- Restock any supplies as necessary.

2. Workstation Organization

- Arrange workstation:
 - Wrapping papers on dispenser or roll rack for easy access.
 - Scissors, tapes, rulers in a central tool organizer.
 - Ribbons and bows sorted by type and color, stored on pegs or in boxes.
 - Gift tags, cards, and decorative accessories in trays or bins.
- Ensure at least one clear, flat surface of 90cm x 60cm (minimum) for wrapping.
- Place trash bin and cleaning supplies within reach but away from wrapping materials.

3. During Use

- Clean as you go: Discard scraps and excess materials immediately.
- Return tools to their designated places after use.

- Replenish supplies as needed to avoid workflow interruptions.

4. End of Shift Clean Up

- Wipe down surfaces and tools with appropriate cleaning agents.
- Organize materials and restock supplies for the next shift.
- Report any low inventory or damaged items to the supervisor.

6. Safety & Quality Standards

- Handle scissors and cutting tools safely; store with blades closed or sheathed.
- Use clean hands and sanitized surfaces at all times.
- Keep walkways and workstation floors free from slip hazards (wrapping paper, ribbon, etc.).

7. Documentation

- Maintain an inventory checklist updated at start and end of each shift.
- Note any incidents or suggestions for improving workflow in the logbook.

8. Revision History

Date	Version	Changes	Author
[yyyymmdd]	1.0	Initial SOP Creation	[Name]