

Friends of the Sun Prairie Public Library

Volunteer Job Description

Sales Clerk – Read Before Book Store

General Purpose

To sell books and other items in the store to raise money to supplement library programs and services.

Duties

You are expected to be reliable and on time to open the store at your scheduled time. You are expected to find a replacement on the substitute list if you are unable to work at your scheduled time.

1. Follow written opening and closing procedures.
2. Answer phone.
3. Straighten and dust shelves and put out any books that may be available or left by Manager for shelving.
4. Use cash register to record sales.
5. Make coffee.
6. If unable to work, call a substitute (see substitute list) to take your place or change hours with another volunteer (see volunteer schedule).

Working Conditions/Physical Demands of Position

1. Inside environment
2. Standing, stooping, bending, reaching.
3. Handling and picking up books and other materials.
4. Pushing a loaded book cart.

Equipment Used

Cash register, keys, book cart, dust cloth and coffee maker

Time Required

1. Must be able to work at least two hours per month.
2. You are expected to stay until your replacement arrives. If your replacement is a “no show” after 15 minutes, you may stay on or leave as you wish. Notify the Registration Desk and the scheduler of the “no show.”

Training/Skills Required

1. Training will be provided on opening and closing procedures, using the cash register and making coffee.
2. Must be able to add and subtract and make change properly.

Travel Required

None required.

Special Qualifications

1. A pleasant, welcoming manner is very important.
2. Must enjoy working with the public.
3. Some knowledge of books is desirable when helping people make selections and to be able to answer questions.
4. Must be reliable and on time to open the store on your scheduled day and hour.

Supervisor: Read Before Book Store Manager

Coordinator: Volunteer Coordinator

Reviewed and Updated: April 2016