

Bookstore Job Description

1. When possible, volunteers must find a replacement from the on-call list if they are unable to come in for their shift. (eg. Illness, vacation etc.). If this is not possible, notify Mary Millar, Volunteer Co-ordinator.
2. Communication Log Responsibilities:
 - a) Sign in at the start of your shift and sign out at the end..
 - b) Update yourself on new information and initial. (Section 4 in binder).
3. The shift volunteer is responsible for the float and any cash transactions. Administration staff will provide a cash box with \$30.00. At the end of the shift, retain \$30.00 in the cash box, count the profit and present to Administration staff and sign the UBS receipt form.
Do not leave cash box unattended. If you are leaving your desk, please take the cash box with you to the sorting room or leave it in the office for safe keeping.
4. Assist customers if required.
5. Accept only those book donations as defined in the guidelines. Whenever possible, donated books should be sorted as soon as they arrive. When sorting, the books may be placed in the appropriate bin or stored on the new shelves in the sorting room. These will be sorted during another person's shift or at a "sorting bee". It is everyone's responsibility to sort books. Volunteers should be on the look out for new and better quality books. These books should be put in the bin for "Individually Priced Books" in the sorting room. This is very important since most of our profit comes from these higher priced books.
6. Tidy and replenish shelves & tables within your designated area as required.
PLEASE DO NOT STOCK THE SHELVES OF THE SECTIONS BELONGING TO SOMEONE ELSE.
7. Donations of non-book items such as jigsaw puzzles, games, records, tapes, etc. should be placed in the sorting room ready for sorting and pricing by the designated person.
8. Ensure that books purchased from the "Old & Collector books" table are charged the appropriate price. These books have the price on the inside of the front cover.
9. Attend regularly scheduled Bookstore meetings and recommend agenda items for discussion. Your input is very important.
10. The book cart and table in the sorting room should be left clear at the end of each shift.