

BOOK SALE POSITION DESCRIPTIONS 2024

GREETER/DOOR MONITOR –

- Greet customers.
- Accept admission fee (cash/checks, no credit cards).
- Assist with mailing list postcards. Offer blank samples for people who wish to be on the list and help all to find the basket for the daily drawing.
- Hand out the map/price list.
- Advise of any daily specials- BOGO, Half Price, Bag Day.
- Stamp hand of people leaving for readmission to site.
- Make sure no one exits this door without stamped receipt for books in hand.

CHECKER-

- Tally the sale and bag books for customer.
- Write amount on receipt and direct customer to cashier.
- Do not fill in “date” on slip – it will be stamped on by cashier.
- Check any bags not stapled from Specially Priced area for Stamped receipt and books that should not be in there.

CASHIER-

- Each customer should have receipt with tally of sale.
- Accept payment and stamp receipt showing payment.
- Also in back room, instruct dealers to check their mailing information.

EXIT DOOR-

- Check receipt before allowing customer to exit.
- Receipt must be stamped to indicate payment.
- No books leave the site before payment is received.
- Thank customer for coming to sale and invite back next year.

FLOOR-

- Answer any questions from customers.
- Leave all empty boxes under tables for customer use.
- Straighten and condense books on tables around the room.
- As room is available on top of tables, bring books up from underneath.
- Return misplaced books to correct table.
- Keep a watchful eye on customers.
- Relieve checkers and cashiers during the shift for breaks.

SPECIALY PRICED AREA-

- Monitor entrance and indicate where customers should place books from general areas while shopping in this area.

HOSTESS-

- Remain in back room to watch our “stuff”.
- Check bathrooms periodically to replace TP, paper towels, or soap.
- Fill coffee pots with more water when needed.
- Assist new workers in finding nametags, signing in, etc.
- Do not allow customers into staff area.