

BOOK SALE POSITION DESCRIPTIONS 2025

GREETER/DOOR MONITOR –

- Greet customers.
- Accept admission fee.
- 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 who wish 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 if needed.
- Write amount on receipt and direct customer to cashier.
- Do **not** fill in “date” on receipt – it will be stamped on by cashier.
- Check any unstapled bags from Specially Priced area for Stamped receipt and books that should not be in there.

CASHIER-

- Each customer should have a receipt from a checker with tally of sale.
- Accept payment and stamp receipt showing payment.
- Remind customers to leave their postcards for the daily drawing.
- If working in dealer area, instruct them to check their mailing information.

EXIT DOOR-

- Check for stamped receipt before allowing customer to exit with any books.
- 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.

SPECIALLY PRICED AREA-

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

HOSTESS-

- Remain in back room area to keep customers out and 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.