

Book Sale Set Up/Break Down
Job Description
(October 2021)

Duties:

Set up:

1. Become familiar with book categories and layout of the sale space.
2. Set up tables per layout, stock with the correct book category and display category sign.
3. Breakdown and remove empty labeled boxes for next use in sorting.
4. Post other general information signs per space layout plan.
5. Put boxes of category overstock under category tables in “display” arrangement.

Break Down:

1. After sale, pack up remaining books for shipping to Better World Books.
2. Break down tables and store.
3. Break down and store labeled boxes in the sorting room for next use.
4. Take down all signs and store for the next sale.

Abilities:

1. Able and committed to being prompt and working the full period of assigned shift.
2. Ability to bend over, stretch, and lift boxes of up to 20-25 pounds.
3. Dexterity and quickness in arranging books on tables.
4. Able to recognize when to adjust layout plan based on volume of books for the sale with Sale Vice President consultation.

Reports to: Book Sale Vice President

Thanks for volunteering for the Friends of the Davis Library!!!!
We think you'll enjoy working with us on this valuable community asset.