

## **Assistant to Book Sale Vice President**

### **Job Description**

(October 2021)

#### **Duties:**

1. Become familiar with book sale policies and procedures including pricing, special member-only access hours, book reseller rules, etc.
2. Become familiar with book categories and space layout.
3. Answer customer questions, encourage purchases and promote membership.
4. Refer difficult questions to Book Sale VP.
5. Monitor display tables and neaten up/consolidate, as needed.
6. Take in bulk donations during sales as they occur; store in the sorting room.
7. Monitor student volunteers, suggest tasks, etc.
8. Other duties as assigned by Book Sale VP.

#### **Abilities:**

1. **Able and committed to being prompt and working the full period of assigned shift .**
2. General friendly customer service and comfort in promoting FOL sales and membership.
3. In absence of a Sales Manager, able to settle minor price/sale rules or other disputes using good judgment.
4. Ability to lift and move boxes of up to 25 pounds.

**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.**