Book Sales Cashier
Job Description
(August 2022)

Duties:

1. Learn the categories of FOL membership.
2. Learn the pricing of books, DVDs, CDs, audio books, etc.
3. Check with the Sales Manager(s) of the day for the latest information on any special sales prices or other specific features occurring at that sale which may affect Cashier work.
4. Determine membership status of customers at time of purchase. Note upcoming expiration date, if the customer is a member. Promote membership, if not. Make sure any membership sign-up is legible, especially email.
5. Calculate the amount of each customer's sale (including checking for and differentiating prices for "better books", children's books, "pocket books"). Apply any membership discount.
6. Accept payment in cash, check, or credit or debit card. Accurately calculate and return change, as needed.
7. Alert Sale Manager if running low on change (should not be at all frequent).
8. Preserve security of the cash box until the next Cashier or Treasurer comes.
9. Work full period of shift assigned. If for any reason, unable to work assigned shifts, as much in advance as possible, call (do not rely on email) the Book Sale Scheduler. (Gary Godefroy-- Phone: 530-400-3610)

Abilities:

1. **Able and committed to being prompt and working the full period of assigned shift (generally can be from 2 – 2 ½ hours).**
2. General friendly customer service.
3. Able and comfortable counting variable priced items and totaling.
4. Able to use an electronic payment program on iPad (iPad and training provided).
5. Able to settle minor price/sale rules disputes using good judgment and/or answer general book sale questions.
6. Able to manage customer lines and move customers along, as needed.
7. Able to focus on task and accuracy.
8. Optional/above and beyond: being able to take a last-minute shift, if a crisis occurs…

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.