

# **Sorter**

## **Job Description**

(October 2021)

### **Duties:**

1. Become familiar with layout of the sorting space and book categories.
2. Analyze each book for damage and throw it into trash, based on FOL sale standards (water damage, excessive highlighting notes, broken binding, odor, outdated, mildewed, stained, etc.)
3. Become familiar with special book categories that are diverted to purposes other than FOL book sales.
4. Learn the various methods for determining book categories.
5. For acceptable books, efficiently pack books in their proper category boxes lying books flat, not upright, and as densely as possible. Books in layers, esp. on top layer, should extend to all 4 corners, if possible.
6. Tape up category boxes when they are full and solidly-packed, and transfer to the appropriate stack in the holding pile. If you are not physically able, then leave it.
7. Assemble replacement box for that category, accessing recycled empty boxes from the flattened box pile. If the full box cannot be moved, the new box is placed on top of the full box.
8. Before the end of shift, be sure every full box is closed and a new box assembled and placed for that category.
9. If subsequent sorters come at the end of a shift, relay the status of sorting to them.

### **Knowledge and Abilities:**

1. Able and committed to working the full period of assigned shift (weekly on a specific day, minimum 1-2 hours).
2. Working knowledge of book categories (fiction, mystery, science fiction, history, psychology, philosophy, etc.)
3. Ability to be methodical in sorting.
4. Ability to work on tasks with ambiguous answers and to use judgment to come to a conclusion.
5. Able to dump books judged below standard into the dumpster (using cart to transfer to dumpster).
6. Ability to work independently and also cooperate with others.
7. Ability to bend and lift boxes of up to 25 pounds.

**Reports to:** Donations Manager

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