

AAUW Scholarship Book Sale

Shift Positions for the Book Sale

The shift positions for the Book Sale are interesting and varied. You will be assigned to one as you come in at your chosen time. The sign up sheets will be on the wall at the back of the store.

BACK ROOM STAFFER

- Assign area for each dealer to pile chosen books
- Show dealers which boxes to use
- Ask dealers to return any unwanted books to proper table
- Tally the sale and write total on one receipt for cashier
- Receipt must be stamped indicating payment before exiting
- Large orders may remove books through back door

CASHIER

- Each customer must have receipt with tally of sale
- Accept payment and stamp receipt showing payment
- Stamp hand on Wednesday (only) for readmission to site

CHECKER

- Tally the sale and bag books for customer
- Write amount on receipt and direct customer to cashier
- Do NOT fill in "date" on slip - it will be stamped by cashier.
- Check any bags not stapled from Specially Priced area for stamped receipt and books that do not belong there

EXIT DOOR STAFFER

- Check receipt before allowing customer to exit
- Receipt must be stamped to indicate payment
- No books leave the site before payment is received
- Thank customer for coming to the Sale and invite back next year

FLOOR STAFFER

- Answer any questions from customers
- Bring bags and boxes to front from back room when needed
- 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 to avoid pilfering
- Relieve checkers and cashiers during the shift for breaks

GREETER

- Greet customers at door
- Advise of any daily specials: B3G1F, Half Price (continued)
- On Sunday Bag Day (only) give out bags
- Make sure no one exits this door without stamped receipt for books in hand

HOSTESS

- Assist new workers in finding nametags, signing in, etc
- Remain in staff area -back room - to watch our "stuff"
- Do not allow customers into staff area
- Check bathrooms periodically to replace TP, paper towels and soap
- Fill coffee pots with more water when needed

INTERVIEWER

- Ask customer how he/she heard of Book Sale
- Have return customer check off name to receive card in future
- Verify email address and other information
- Have new customer sign-in information if card or email is requested for the future

RELIEF STAFF

- Relieve all staff with periodic breaks

IN SPECIALLY PRICED AREA

CASHIER

- Tally the sale, receive payment, stamp receipt showing "PAID"
- Place books in bag, staple bag closed with receipt on outside

ENTRANCE STAFFER

- Show customers where to leave books from general area BEFORE entering Specially Priced area ... No books are to come in with them

OBSERVER

- Familiarize yourself with the area
- Answer questions from customers
- Keep a watchful eye to avoid pilfering
- Remind children not to touch special books
- Show children where they may sit and look at FREE books
- Straighten and condense books on tables
- Return misplaced books to correct table
- As NEW books sell, bring more up from boxes under table