

Friends Assistant

Book Sales and Office Support

I. General

- Assist Friends Manager with used book sales projects.
- Provide office and clerical support.
- Immediate supervisor is the Friends Manager.

II. Specific

Book Donations

- Assist Sorting Room Volunteers.
- Meet with potential book donors and receive book donations.
- Sort new book donations, remove discards, move book donations to sorting room.
- Keep Sorting Room tidy, in particular remove book discards from sorting room.
- Move book boxes to storage in Soquel.
- Additional duties as requested by Friends Manager.

Book Store and Sales

- Assist Book Store Volunteers. Check in with volunteers and replenish any supplies needed.
- Retrieve cash from lobby book sales.
- Monitor book store register to ensure change is available for store.
- Straighten lobby books and stock lobby and book store, including removing older books that are not selling and replacing with fresh supply of books.
- Return shift envelopes to book store.
- Send older books to Better Work Books.
- Pick up branch lobby sales at Garfield Park, Branciforte, and Live Oak Branches.
- Replenish books at partner business: Equinox Wine Tasting Room on the Westside. And retrieve cash from previous sales.
- Assist in stocking Event Book Sales for the Downtown Branch. Occasional weekend work required.
- Additional duties as requested by Friends Manager.

Friends Assistant is a non-exempt staff member. Must be able to lift 25 pound boxes on a weekly basis. Must have a driver's license and access to a vehicle. 15-20 hours a week. Hourly wage: \$12. The Friends Assistant reports to the Friends Manager. Please send your resume to Mary Kopp at Mary@fscpl.org