

Bookstore Specialist Job Responsibilities

Part-time hourly • 7 to 12 hours/week

Store Hours

Sunday • 8:30 am–12:30 pm
Monday–Wednesday • 9:30 am–1 pm
Thursday • 5–7 pm
Friday and Saturday • CLOSED

Staffing Hours

Sunday • 8–1 pm (alternating with other Specialist and Manager)
Tuesday or Wednesday • 9–1:30 pm
Thursday • 4:30 – 7:30 pm
Act as a backup if needed for daytime hours 9 am–1:30 pm

Requirements

Working knowledge of the following standard applications and tools include the following:

- Customer service oriented.
- Responsible, self-starter.
- Basic understanding of accounting and inventory principles.
- Skilled in Microsoft Windows and Microsoft Word and Excel.
- Bookstore Manager (training provided).

Responsibilities

1. Store Operations
 - a. Open and close the bookstore based on the hours scheduled each week.
 - b. Be responsible to count register funds at start/end of shift, reconcile funds at the end of each day and provide reporting.
 - c. Provide Volunteers ongoing training.
2. Bookstore Organization/Layout - provide input and support to the Manager in these areas:
 - a. Managing traffic flow.
 - b. Setup clearly labeled areas for ease of use.
 - c. Setup displays coinciding with message series and stock as necessary.
 - d. Prepare for Events (sales, signage, announcements, bulletin ad, web information etc.).
3. Bookstore Inventory
 - a. Assist in stocking new inventory and adding price tags.
 - b. Assist in monthly inventory.
4. Track Bookstore requests, orders and follow-up.
 - a. Create purchase requests for general use, individuals, groups and staff.
 - b. Reconcile orders placed and those received.
5. Provide input to Bookstore procedures and maintain open communication with Manager.
6. Make technical support requests to keep systems running.

A background check will be requested since this position requires handling of church funds.
Must be able to lift and move heavy Bookstore orders.