



## Volunteer Position Description *The Friends' Place Bookstore*

Thank you for your interest in volunteering with The Friend's Place Bookstore. The Friend's Place is a unique used book store located in the Burton Barr Central Library. Operated by the Friends, it produces revenue for the organization which is used to further the programs of the library. Below is a description of the duties, scheduling and tasks required for this position.

### Responsibilities include:

- Operating a cash register for sales
- Re-stocking the store shelves
- Light housekeeping i.e. dusting shelves and straightening of the shelves
- Assisting manager with weekly floor moves
- Assisting with window display changes
- General customer service

### Qualifications include:

- Interest in books and knowledge of the inventory
- Interest in the Library and architecture is a plus
- Ability to greet all customers and interact with them to increase sales and decrease theft
- Willingness to operate a cash register, computer and handle cash
- Enjoy working with the general public
- Ability to stand for at least 3 hours and lift up to 20 pounds

### Availability and hours of operation:

- Monday, Wednesday and Friday 11-7pm
- Tuesday and Thursday 9-5pm and Sunday 12-5pm
- Hours available are anytime during store operation, desired commitment is 10-20 hours per month, but more hours are available

### Training and orientation:

- Training and orientation is onsite with Trained Staff
- Schedules will be posted monthly and determination will be made at time of interview

Please contact (602) 534-5208 for any questions or comments  
or visit the website at [www.plfriends.org](http://www.plfriends.org)