

The Friends' Place Assistant Manager

The Friends' Place is a unique book, media and gift store located in Burton Barr Central Library. Operated by the Friends and staffed almost entirely by volunteers, it generates revenue for the organization which is then used to support library programs and services. The Friends' Place Assistant Manager is responsible for a variety of tasks as well as revenue goals, membership goals and volunteer recruitment. This is a part-time position, working 25-30 hours weekly.

Responsibilities of this position include, but are not limited to:

- ✓ Operating a cash register for sales and reporting
- ✓ Selecting, pricing and marketing of merchandise
- ✓ Merchandising and all aspects of store appearance
- ✓ Rotate merchandise
- ✓ Window display changes
- ✓ General & specialized customer service
- ✓ Recruit volunteers for bookstore clerk position
- ✓ Scheduling of volunteers
- ✓ Manage/maintain 3rd floor workroom
- ✓ Set membership & sales goals
- ✓ Training of all bookstore volunteers
- ✓ Manage and control inventory
- ✓ Other duties as assigned

Qualifications:

- ✓ Interest in books and knowledge of the inventory
- ✓ Ability to greet all customers and interact with in a professional, friendly and courteous manner
- ✓ Excellent computer skills
- ✓ Enjoy working with the general public
- ✓ Ability to stand for at least 3 hours and lift up to 20 pounds
- ✓ Knowledge of the Friends and how it supports the library system a plus
- ✓ Self motivated / capable of working autonomously
- ✓ Prior retail experience a must

Availability and Hours:

- ✓ Shifts will be 5 hours, 5 days a week for a minimum of 25 hours a week. In the event of a scheduling issue (such as a call-in or no show) it is critical that the Bookstore Assistant Manager be available at short notice for coverage. More hours will be made available on an as needed basis.

Questions? Call (602) 534-0623 or email info@plfriends.org