

BOOK SALE JOB DESCRIPTIONS

JUNE 24, 2023

SET UP AND CHECK IN

SET-UP – 6-7 AM (5) Put up tables, signs, and chairs according to the diagram. A cafeteria folding table should be set up for those who will be labeling their books.

UNLOADING (4) 7:00 -10:30 am – Use hand trucks and carts to help sellers bring in their items to sell. This is a good job for adults or older students.

ITEM LABELING AREA (2) 7:00 – 11:00 am – One person to answer questions and assist sellers coming in. Make sure there is a supply of pens, tape, rubber bands, etc.

CHECK-IN MONITOR (2) 7:00 am – 11:00 am – One person checks that sellers have their check-in sheets ready, books labeled, and have a self-addressed, stamped envelope for their payment to be sent in the mail. Have a sign-up sheet for sellers to choose a time in the evening to pick up their unsold materials.

CHECK-IN STATIONS (8) 7:00 – 11:00 am Work in pairs. Each pair needs a highlighter, rubber bands, paper clips, and pens. Check that the seller has a check-in sheet, and that the top is filled in. Check each item with the check-in sheet and verify that the price is the same as the tags on the items. Check that there is a self-addressed, stamped envelope to mail their check. Make sure the seller has chosen a pick-up time. Both volunteers sign the bottom of the check-in sheet when finished.

BOOK SORTERS (8) 7:00 – 11:00 am After a seller's items have been checked in, sorters organize the items by grade or subject and transport them to the appropriate tables in the sale area. **Students** can help in this area taking books to the tables.

FICTION CHAIR (2) 7:00 – 11:00 am – Coordinates and organizes the fiction area of the sale. There should be these areas: General Fiction, Historical Fiction, Science Fiction, and Picture Books. Non-fiction books will go on the subject area tables.

ORGANIZERS (6) 7:00 – 11:00 am Coordinates the specialty tables for games, maps, and electronics. There is also a person for the Classical Conversations, My Father's World, The Good and the Beautiful, and Sonlight curriculum tables who is knowledgeable with that specific curriculum.

DURING THE SALE

ENTRANCE MONITOR – (2) 1:30 – 3:30 pm – Sits at a table at the entrance to collect entrance fee and canned or packaged food. One person will check the expiration date on the food and make sure the expiration is at least six months in the future. Monitor the entrance so that buyers do not enter through the exit.

CHILD CARE (optional) 7:30 am – 3:30 pm – One adult supervisor is needed and several teens to care for the children of workers and shoppers at the sale. If you do this, decide on a per child fee to be paid. There will be a designated area for child care.

BOOK STRAIGHTENERS (4) 7 am – 3:30 pm – This job includes walking around the sale area, straightening and organizing books during the sale. One person should be assigned to the fiction area.

CHECK-OUT TABLES (8) 1:00 pm – 3:30 pm – Work in pairs checking out buyers. Each pair needs a printing calculator, paper clips, pens, and a highlighter. One person will read the price on the front of the item while the other person enters the price into the printing calculator. They also make sure that all parts of a set are together. They then remove the book tag from the inside of the item. The two do a second tape on the calculator reading from the book tickets. The totals of the two tapes should match. If they do not, they repeat the tapes until they do, then place the book tickets in the plastic bag taped to their table. Give both receipts to the customer.

CASHIER (3) 12:30 pm – 4:00 pm –The buyer will bring both receipts to the cashiers. The cashier verifies that they match, rings up the total, adds sales tax, and gives a receipt to the customer. There will be one person taking cash and checks and another accepting credit and debit cards.

BACK ROOM (4) 1:00 pm – 6:00 pm – During the sale, these people verify each book ticket and cross it off the seller's checklist with a highlighter. When all of the book tickets have been recorded, the check-in sheet is sent to the book pick-up area.

BACK ROOM SUPERVISOR 1:00 pm – 6 pm This person needs to be in the back room the entire time. They will go between the back room and the sale area, collecting book tickets from the check-out tables. They then take the book tickets to the back room and sort the book tickets by seller code. They give them to the back room personnel.

AFTER THE SALE

SALE END SORTERS – (6) 3:00 – 7:30 – A half hour before the end of the sale, sorters begin sorting books according to the seller number on each of the subject tables. When that is done, at the end of the sale time, the unsold items will be moved to tables for each letter of the alphabet. A box or bag may be set up for each seller's items. Sellers who will be picking up their items first will have their items processed first. When each sold item has been verified by the book tickets, the check-in sheet will be released from the back room. The item check-in sheet will then be brought to the sale area. A sorter checks the check-in sheet to make sure that each unsold item is present. (Sold items have been highlighted.) They then sign the check-in sheet and give it to the person who is at the pick-up table.

BOOK PICK-UP CHECK-OUT (3:00 – 7:00 pm) When check-in sheets are completed they are put in a file for this check-out volunteer. As sellers come to pick up their books, their check-in sheets are pulled from the file. They then give the check-in sheet to a sorter, who will complete the check-out process with the seller.

LOADING 1:30 pm – end of the sale – Students and adults with hand carts to help customers transport items to their car, if needed.