



VOLUNTEER JOB DESCRIPTION

Friends of St. Thomas Public Library

Friends' Shop Book Sorter

Summary: This volunteer placement is located at the "Library Friends Shop," in the Elgin mall, 417 Wellington Street, St. Thomas. Under the direction of the Library Friends' Shop Manager, Book Sorter helps sort donations of books and other material into categories, shelves donations, keeps the shop and back area tidy, creates displays, and assists customers as needed.

Hours of Work: As required.

Major Tasks:

1. Sorting books and other donations into categories (genre.)
2. Neatly storing books that cannot fit on shop shelves into boxes or onto storage shelves.
3. Placing sorted material onto shop shelves in alphabetical order.
4. Offering assistance to customers, as needed.
5. Help to maintain cleanliness of shop and shelves.
6. Communicate to other volunteers as needed.
7. Uphold the volunteer expectations.

Volunteer Expectations

All volunteers providing service at the Library Friends Shop are expected to:

- Support the Friends of St. Thomas Public Library's mission
- Arrive on time and stay until a replacement has arrived or when the shop closes
- Dress appropriately for retail service (including no jeans or t-shirts with slogans/logos)
- Treat all customers with equal respect and courtesy
- Record all issues, concerns, or questions relating to facility, customers, or stock in the "Book Shop Log Book"
- Return all cash collected and keep accurate sales records (if applicable)
- Adhere to all relevant policies and legislation, including, but not limited to, Health & Safety, Workplace Harassment, and Customer Service Standard

Qualifications:

- Demonstrate competence in public service
- Able to communicate effectively, both in writing and orally, in English
- General knowledge of books and literature
- Able to shelve books in alphabetical order
- Able to lift boxes of books

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