

FRIENDS OF THE SAN ANTONIO PUBLIC LIBRARY

Job Description: BookCellar and Online Sales Manager

Overview

The BookCellar Manager is an employee of the Friends of the San Antonio Public Library (FOSAPL) and, as such, reports and is responsible to the Board of the Friends and to the Chair of the BookCellar Committee. As an occupant of the Central Library space, the BookCellar Manager will coordinate and communicate regularly with staff of the Central Library, and with the Library Director's liaison.

Duties

Administrative

- Recommend plans for re-opening, based on number of available volunteers
- Review online sales operations and make improvements as necessary
- Regularly review BookCellar inventory and storage; ensure that inventory does not back up
- Ensure that store inventory is maintained in orderly fashion
- Ensure that cash register is appropriately funded, opened, and closed daily
- Count daily receipts and make bank deposits in a timely fashion

Volunteer management

- Recruit
- Train and motivate
 - Customer service
 - Cash handling and use of computer and cash register
 - Inventory review, pricing, and sales methods (BookCellar, online, ship to branch groups, etc.)
 - Re-train as needed
- Schedule volunteer shifts and assign tasks
- Supervise day-to-day work
- Collaborate with BookCellar Committee and chair to develop and execute volunteer recognition and appreciation activities

Inventory management

- With trained volunteers, review inventory and earmark for appropriate sales methods as noted above
 - Develop criteria to price and earmark items
- Develop a method to date items placed on sale; review shelves regularly to ensure that non-selling items are disposed of appropriately
- Develop criteria for items to be marketed and sold through online sales venues [e.g. minimum "Amazon value", physical condition, etc.]
- Ensure that online sales items are shipped in timely fashion
- Ensure that work areas and store remain clear of backed-up inventory
- Develop and promote special sales as needed
- Create criteria for acceptable private donations
- Collaborate with branch Friends groups to ensure that sales and revenue are optimized, whether at the store or at branches