



Just Between Friends -- Book Sorter Volunteer

The following statements are intended to describe, in broad terms, the general functions and responsibility levels characteristic of positions assigned to this classification. They should not be viewed as an exhaustive list of the specific duties and prerequisites applicable to individual positions that have been so classified.

Summary

Sorts donated books and materials, enters items in inventory information system, and other related activities for a small Friends of Lewes Public Library shop located in the Lewes Public Library.

Duties and Responsibilities

- Sorts donated books and assess their salability based upon FLPL book sale criteria. Records identifying data in Point of Sale System and where necessary, does internet research on materials not found in Point of Sale System.
- Verifies inventory of similar items and determines whether appropriate for sale in Shop or for book sale.
- Sorts books, publications, and other items according to classification and shelves them in storage room adjacent to shop or boxes them for other designated storage area.
- Locates books and publications for customers in point of sale system data base.
- May be asked to enter product information on FLPL web site.

Working Conditions and Physical Effort:

- Moderate physical activity. Requires handling of average-weight objects up to 35 pounds or standing and/or walking for up to four (4) hours per day.
- No or very limited exposure to physical risk.
- Work is normally performed in a typical interior/office work environment.