



JOB DESCRIPTION

Title: Cafe/Bookstore and Volunteer Coordinator

Supervisor: Chair of the Friends of the Chatham Area Public Library Board

FLSA classification: Part-time, non-exempt (expected 20 hours per week)

Mission: The Friends of the Library's Bahlow Bookstore and Bank and Trust Cafe serves the patrons using the Chatham Area Public Library. Its purpose is to provide a welcoming addition to the Library's services, materials and programs. The Bookstore and Café's goal is to be a service to the Chatham community and as well as a self-sustaining entity.

JOB DUTIES AND RESPONSIBILITIES

Primary Duties:

Operating Hours/Schedule

- Coordinates the Café and Book Store hours as needed to accommodate Library programs and services
- Assuring Volunteer coverage for having the Café and Bookstore open for necessary operating hours as well as during Library and Friends events.

Volunteer Recruitment/Management

- Recruits, trains and schedules volunteers to assure appropriate coverage for the operation
- Conducts regular periodic sessions with volunteers
 - For updating processes and/or reviewing responsibilities
 - Allowing other volunteers to meet and become acquainted with others
 - Recognition of volunteers for their contributions
 - Other appropriate items or issues to be addressed
- Develops and maintains up-to-date procedure manual for Café/Bookstore

Fiscal Management

- Reconciles cash drawers with sales receipts
- Deposits cash in bank account
- Prepares monthly reports on sales, purchases and income
- Provides necessary information to Friends Board Treasurer for payment of quarterly taxes

Inventory Maintenance

- Monitors and purchases supplies for the Cafe
- Supervises the stocking and removal of books from shelves according to appropriate guidelines, including disposal of unneeded items
- Accumulates books for the semi-annual Friends of the Library book sales

- Researches potential new products to be carried in the Café; eliminates all products which are no longer selling
- Maintains Food Handler's Certification with the State of Illinois necessary for operating the Café

General Coordination Duties

- Carries out a variety of planning tasks related to bookstore operations, such as developing advertising, merchandising and promotional campaigns
- Assists with semi-annual Friends of the Library Book sale
 - May include oversight and other assistance during the sales (i.e. pre- and post-preparation for the sale, assisting with securing volunteers, setting up and tearing down, etc.)

Friends of the Library Reporting

- Attends monthly Friends of the Library Board meetings
 - Provides a written report to the Board in the format requested
 - Verbally reports on concerns, accomplishments and other pertinent issues
- Provides annual report of operations for the Fiscal year (July through June) needed for annual Friends of the Library Board report

Secondary Duties:

- Maintains up-to-date knowledge on current trends in retail and books, including popular authors
- Functions as a member of a team striving for excellence in providing services to Library patrons
- Other appropriate duties as assigned

POSITION QUALIFICATIONS

Required Knowledge, Skills and Abilities:

- High School diploma required; College degree preferred
- Detail oriented work habits are essential
- Demonstrated interpersonal and public relations skills
- Ability and/or experience in developing and maintaining positive working relationships with volunteers
- Ability to maintain positive working relationships with library staff and Friends of the Library Board
- Familiarity with computers, including spreadsheet and word processing software such as Microsoft Excel and Word
- Ability to maintain financial records, prepare and type reports
- Demonstrated ability to work in a team environment
- Must hold a valid Food Sanitation Certification or acquire same within three months of hire
- Reliable transportation and valid driver's license

Desirable Knowledge, Skills and Abilities:

- Managerial or supervisory skills
- Experience working with food and beverages in a retail environment
- Broad base of basic retailing knowledge and skills

PHYSICAL REQUIREMENTS

- Requires reading, climbing, standing, walking, stooping or crouching, kneeling, crawling, balancing, reaching, pushing, grasping, hearing and talking
- Requires the ability to operate a motor vehicle
- Requires the ability to exert up to 40 pounds of force occasionally to lift, carry, push, pull or otherwise move objects

Reviewed and Received on

Employee:

Friends Board Representative:

Signature: _____

Date: _____

Date: _____

Date: _____

This job description or certain job functions described herein may be subject to modification in accordance with applicable state and federal laws.