

Job Description – August 26, 2025



Job Title: Bookstore Worker
Report to: Bookstore Manager
Job Class: Non-Exempt
Schedule: Part-Time
Salary Range: \$15 per hour

Primary Function:

The Bookstore Worker supports the daily operations of the church bookstore under the direction of the Bookstore Manager. This role focuses on providing excellent customer service, maintaining an organized and welcoming bookstore environment, assisting with inventory management, and supporting sales transactions.

Knowledge/Skills Requirements:

- Familiarity with customer service principles and retail operations.
- Ability to learn and operate the bookstore's POS system accurately.
- Strong organizational skills and attention to detail.
- Effective communication skills, both verbal and written.
- Ability to multitask in a fast-paced environment, particularly on busy Sundays.
- Friendly, professional, and courteous demeanor, reflecting Christian values.

Education and Experience Requirements:

- High School Diploma or equivalent required.
- Prior retail, customer service, or church ministry experience is preferred but not required.
- Ability to learn store operations and work under direction of the Bookstore Manager.

Job Functions:

- Assist customers in locating books and merchandise, answering questions, and providing recommendations.
- Operate the cash register, handle sales transactions, and ensure accuracy under the supervision of the Bookstore Manager.
- Help maintain store organization, cleanliness, and proper merchandise display.
- Restock shelves, manage inventory, and notify the Bookstore Manager of low stock or special orders.
- Assist in the setup of promotions, advertising displays, and special events.
- Follow established procedures for opening and closing the bookstore.
- Support volunteers and help coordinate their tasks during busy service times.
- Report any customer concerns, operational issues, or feedback to the Bookstore Manager.
- Other duties as assigned by the Bookstore Manager.

Requirements for Successful Performance

- Perform tasks and adhere to Christian conduct in the workplace
- Communicate professionally and courteously
- Achieve goals with minimal supervision
- Properly handle sensitive information
- Maintain flexibility to accommodate FABC ministry needs