



Bookstore Clerk

Job Title: Bookstore Clerk
Duration: 2026-2027 School Year
Supervisor: Andrea Nelson
Hours: 5-15 hours a week
Schedule: Afternoons on Tuesday-Thursday with additional hours Friday & Saturday

NATURE AND SCOPE OF WORK:

1. Performs customer service activities such as assisting customers in the purchase of books. May be responsible to fulfill web orders.
2. Performs problem-solving for customers including assisting in locating books or merchandise not on-site, and assisting in determining availability of back-ordered or late-ordered books.
3. Collects customer information and enters pertinent information into point-of-sale (POS) system regarding invoices; and of shipping, receiving and transfer of goods.
4. Prepares and develops flyers, pamphlets, signs and hard copy ads using ad campaign material using appropriate software.
5. Helps keep store clean and merchandise displayed in an appealing manner.
6. Opens, sorts and stores incoming inventory.
7. Assists the store manager and owner in planning events that promote literacy.
8. Uses computer terminal in entering and retrieving information in Ingram and other online book ordering systems.
9. Assumes responsibility for store in temporary absence of manger/clerk.
10. Responds to inquiries from customers, vendors, and others by phone and/or through our website.
11. Performs related tasks as assigned.

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS:

Work is performed in a retail environment. Extended standing is required and moderate to heavy lifting is occasionally required.

MINIMUM QUALIFICATIONS:

Data entry, math, basic keyboarding, and excellent communication and customer service skills to interact with a variety of people including defusing anger and resolving complaints/issues. Must have the ability to work independently.

APPLICATION PROCESS:

Application portal opens March 2nd, 2026 and application materials are required no later than April 3rd, 2026.

- High School Intern Application
- Resume
- Cover Letter