

## **Book Specialist**

### **When:**

At least one 4 hour shift per month, preferably more!

### **Where:**

Habitat ReStore, 7130 Winchester Rd., Memphis TN, 38125

### **Description:**

Book lovers, rejoice! The ReStore receives donations of books to sell in the store, and it takes the work of many volunteers to keep this section of the store clean and organized. Our book specialists help with receiving, sorting, cleaning, pricing, shelving, and stocking the books.

### **Responsibilities:**

- Determine if books are sellable or should be recycled, and learn what type of books we won't sell (bibles, encyclopedias, inappropriate material).
- Clean stickers and other "gunk" off sellable books, remove bookmarks, and flatten bent pages.
- Shelf books and maintain the organization of the book department, keep all books pulled forward and straightened
- Answer customer questions and assist them with finding books
- Reorganize sections as necessary according to inventory

### **Requirements:**

- Knowledge of and commitment to the mission of Habitat for Humanity of Greater Memphis
- Ability to work closely with ReStore staff, volunteers, Habitat homeowners and customers
- Comfortable asking questions
- Self-sufficient, cooperative attitude
- Excellent customer service skills
- A love for books!
- Ability to stand for at least 4 hours at a time
- After a short "audition" period, at least a once a month commitment is needed, but more often is preferred.

### **Training:**

On-site training is provided by a ReStore manager or lead volunteer. Most volunteers are fully trained within three volunteer shifts.