



Columbus Metropolitan Library Store SALES ASSOCIATE (Part-time)

About the Friends of the Library:

Friends of the Library (FOL) builds awareness and resources to champion the mission of Columbus Metropolitan Library (CML), funding critical programs such as Summer Reading Club, Homework Help Centers and Teen Read Week. The Friends also provide support for CML levy campaigns. FOL generates revenue via the Library Store, used books sales, memberships, and special events. All revenue supports the library.

Position Summary:

Delivers excellent customer service that builds loyalty and enables consistent sales growth. Engages in all aspects of store operations enabling a successful Library Store.

Position Description:

- Maintains awareness of all sales, promotions and applicable pricing procedures. Executes merchandising, visual and sales plans.
- Supports loss prevention and shrink initiatives and goals.
- Suggests merchandise purchasing and sales strategies based on customer trends and feedback.
- Creates an energetic, compelling store experience for customers by engaging and modeling appropriate customer service behaviors.
- Maintains a visually appealing store adhering to organization standards.
- Re-stocks used books and gift merchandise.
- Assists with inventory monitoring and tracking.
- Works in collaboration with members of the CML team and FOL Board of Trustees as required.
- Supports online book sales and shipping of high quality used books.
- Executes opening and closing procedures.
- Flexible and able to adapt to adjusted priorities, delays or changes in direction.

Minimum Qualifications:

- 16 years of age (work permit required for minors)
- Retail sales experience; book and or gift store experience preferred
- Works well independently
- High team orientation
- Excellent collaboration skills
- Position includes cash and credit handling and will require a background check

Salary: \$10 per hour

Work Schedule: Part-time 20 hours per week; evenings and weekends required