

BOOKSTORE JOB DESIGN

ARRIVAL TIME: 8:50 AM

ATTIRE: Appropriate for task

INITIAL DUTIES – Before Service:

1. Arrive on time
2. Check in with the Practitioner of the Day
3. Join the Treatment Circle at 9:00 AM, to set the consciousness for the service
4. Retrieve and wear Name Tag from the administrator's desk.
5. Straighten out the shelves of Books in the Church office
6. Prepare stereo to play a featured CD or Cassette
7. Familiarize yourself with the book selection, so you can answer questions or provide suggestions
8. Select a few "hot" books to highlight, and display them accordingly.
 - a. Put some on table in hospitality room and include tapes, CDs, Stationery, Creative Thought and SOM magazines.
 - b. Use **long back half** of table for book display. (Front half for sign up sheets)
9. Set aside a receipt book, pens, and a calculator, for your use during sales
10. Ensure doors are unlocked between the Church office, Stairwell, and the Kitchen
11. Please report any issues to the **House Manager** for immediate or future resolution – not to the **Minister**, as her Sunday morning experience should be without interruption.

DUTIES – After Service:

12. Go immediately to the Church office Bookstore area
13. Retrieve the Cash Box from the back room locked drawer
14. **Fill out a SEPARATE sales receipt FOR EACH SALE**
15. **Fill out a SEPARATE sales receipt for TAPE sales, versus BOOK/CARD sales**
 - a. **Buyer's name and Date**
 - b. **Itemize each purchase**
 - c. **Sub-Total the purchases**
 - d. **Apply DISCOUNTS if appropriate**
 - i. **NO DISCOUNT for SOM or Creative Thought magazines**
 - ii. **10% Member discount**
 - e. **Calculate 7.25% CA sales tax (use sheet in bottom of box)**
 - f. **Total the purchase**
 - g. **Identify if paid by CASH, CHECK or CREDIT**
 - i. **Checks are payable to → NTCRS**
 - h. **Place the white receipt copy in the Cash box, with cash or check**
16. When people are finished shopping, put Cash Box in drawer and Lock it. Place Key back in Administrator's top drawer.
17. Return all merchandise to the shelves
18. If you're the last one out, please ensure all doors are locked when you leave

NOTE: If you are unable to cover your assigned time slot, arrange for a substitute from the list of names on your most recent schedule, and notify your team leader and the church office.

Thank you for your loving service!