

# CCHE Used Curriculum Sale Job Descriptions 2016

## Drop-Off Day, June 16

**Set-up 9:00-12:30-** -putting up tables, signs & some chairs. Dads and teenagers would be great help here!

**Book drop-off time sheet monitor 12:30-4:30**---someone to sit at a table in the entry way and check that sellers have check-in sheets and that their books are labeled. Give direction to those who are ready to check-in and answer questions. Also, assign a book pick-up time for each person dropping off books and give them a reminder card. Connie Zumstein will be at this table also helping and taking membership fees, etc.

**Mom's helpers (during drop-off) 12:30-4:30**---teenagers with handcarts to help moms bring in heavy boxes

**Check-in Station Workers 12:30-4:30**---Work in pairs, check that the seller has been assigned a pick-up time and that she has a Check-In Sheet. Bring up the seller's account on the computer and verify their name and address which will be used to mail their check. Then either check in the seller's items by waiver, one by one, or both. Both volunteers sign the Check-In Sheet. Repeat with another seller until all items have been checked in.

**Book Sorters 12:30-5:00**---When a seller's items have been checked in, sorters organize the items by grade or subject to tables right behind the check-in area.

**Runners 12:30-5:30**---These helpers take books from the sorting tables and place them on appropriate tables in the sale area. Conscientious young people ages 12 & up can help here.

**Head Fiction Sorter 1:00-6:00**---This person coordinates and organizes the Fiction Subject area into three groupings: Picture Books, General Fiction, and Historical Fiction. Like items from publishers/authors go together.

**Merchandiser 1:00-6:00**---This person heads up the game and map area organizing and display, and any specialty tables (like Dr. Seuss or American Girl).

## Sale Day, June 17

**Entrance Monitors 10:15-2:00**---Three volunteers will be at the entrance to the sale to collect canned food, checking expiration dates on cans to see that they have at least one year of shelf life, collect entrance fee, check membership cards from 10:30-11:00, and make sure no one under 10 years goes into the sale (except babies in pack). Also, monitor the entrance and not let anyone exit through the entrance door.

**Check-out tables 10:30-2:00**---at each check out station there are 2 people, one computer, and a shared printer (along with other supplies). Open a new invoice on the computer. One person reads the item number from the label and pulls the book ticket found on the outside of the book. The other

person enters that item number on the computer. They check that the Description and Price are the same. They continue through the entire order. Once all have been rung up, click whether the buyer is an Oregon resident or not, and 'save and print' the invoice. The book tickets are then placed in the Ziplock bag taped to the table.

**Childcare (during sale) 10:15-2:00**---teenagers for watching children of shoppers and workers

**Mom's Helpers (during sale) 10:30-2:00**---teenagers with handcarts to help moms with heavy boxes

**Book straighteners 11:30-1:30**---these volunteers walk around the sale area and make sure books are on the appropriate tables. Sometimes shoppers carry a book around, change their mind and leave it where it doesn't belong. This isn't fair to the book seller that would like their items sold. Book straighteners also neatens the piles of books.

**End of Sale Sorters 1:30-4:00**---A half hour before the sale closes, books are sorted to begin the process of picking up unsold books. First, books in a certain area (for example Math) are sorted sequentially by seller numbers. Then piles of books with similar seller numbers are taken to the seller boxes. When all the books are sorted by seller number, they will be verified that each seller box only has books with their seller number on the label.

**Book pick-up 4:00-5:15**---Two people will work with end of sale sorters and people who come to pick up their books.

**Clean Up 4:00-6:00**---Put all the tables, chairs, etc. away, take down signs, etc.

**Check writing party** Envelopes will be printed with CCHE's return address and the seller's name and address. A printout will list amounts due each seller. Treasurer will write the checks. Volunteers will put checks in the correct envelopes and put a stamp on it. Fun event: everyone brings fruit, veggies, berries or a dessert and pizza is there for all who work this night.