JBS Bookstore Volunteer Guidelines 2021-2022

SHIFT COVERAGE:

Our goal is the smooth operation of the bookstore! If you can't make your shift, e-mail Case Baum – cbaum@jburroughs.org so that she can secure a sub if necessary.

TRANSACTIONS:

Any questions about purchases and inventory can be answered by Case Baum, who has an office in the Bookstore and is on site during all shifts. Case will process all returns and credit card transactions. Credit cards can be used by adults who do not have a child with a bookstore account.

Purchases may be rung up by cash or store card account. Checks are also accepted. An orientation to this simple process will be provided on a volunteer's first day in the bookstore.

Volunteers should not make change for students/employees without first checking with Case.

When a teacher or staff member buys something on a department account, tell Case who made the purchase. If you don't recognize the purchaser, ask him/her for their name, and pass along to Case.

Soda and seltzer in the refrigerator may be purchased by JBS volunteers/employees. Soda and seltzer are not for sale to students.

SHIFT TIMES:

- 8:15-10:30 (On Late Start Days, at least 1 volunteer should be in the Bookstore by 8:30 am)
- 10:30-1
- 1-3:30

OTHER ITEMS:

Please always wear your nametag. This is a courtesy to faculty and staff who appreciate an occasional reminder.

Students are NOT permitted behind the bookstore counter or in the back storeroom.

Coffee is available at no charge to bookstore volunteers/employees. Coffee is NOT for students. Volunteers make fresh pots of coffee when time permits and there are no customers in the Bookstore. Half & Half is available in the refrigerator.

Please re-stock items and tidy up the area when time permits. Most items can be found in the cabinets and drawers below the items, or in the storeroom. Make sure the supplies and clothing are neatly arranged. Paper towels and cleaning supplies are under the sink. Wipe off the counters and display cases, etc. Your effort is appreciated!

Parents should not hesitate to call upon a grade-level principal if available, or any principal, in the event of a student behavioral problem.

The basket of "found" calculators is in Case Baum's office. Case sends an email to those students whose calculators she has; if a student has not received an email, then Case does not have their calculator. Calculators without a name on them are kept in the Bookstore, to be loaned out to students.

Lost and Found is open from 8 – 4. Should the door close accidentally, students may need the key which is kept in the Bookstore drawer.

Questions, suggestions, concerns... please contact JBS Parents' Council Co-chairs for the Bookstore:

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