



Thank you for your interest in seeking employment at Grass Roots Books & Music! Because any employment decision is a very important one, we'd like to give you some basic information about working here that might influence your decision to apply.

We are seeking employees who are book lovers and customer-oriented. This is a detailed and sometimes physically demanding job. Grass Roots is a busy store and working for us requires stamina, patience and self-motivation. Dust and printer's ink are a part of our daily environment, and applicants must have an adaptable nature. You will spend long hours on your feet and you must be comfortable lifting 50 lb. boxes.

Because of our extensive training, all new employees are asked to make a one-year commitment to Grass Roots; we do not hire seasonal help. At this time, we need colleagues who are available to work a schedule that includes weekends and evenings. We need all employees to help customers with book and gift purchases, to work as cashiers, clean and maintain the store, and to help logistically for in-store and offsite events.

Bringing books and people together is personally rewarding, yet working in a bookstore is not for everyone. We see teamwork, book knowledge, flexibility and, above all, customer service as critical elements to the success of this store. There are benefits to offset the hard work. Employees become part of a 46-year-old independent community bookstore. Renowned speakers come through the store. Employees receive discounts on books and gifts and have access to advance reading copies from publishers.

If you feel that you can fulfill the requirements above and with the job description attached, please apply by submitting a resume to: Sandy Smith, Tiffany Harlan: sandy@grbookstore.com , cc tiffany@grbookstore.com, or drop off in a sealed envelope, Attn: owner/manager. No phone calls please. Grass Roots Books & Music, 227 SW 2nd St.

Part-time Bookseller at Grass Roots Books & Music

Requirements:

- Must be an avid reader (non-course work)
- Must have experience with handling cash and credit card sales
- Must have post secondary coursework
- Applicant must be proficient in Microsoft Windows and have the ability to quickly learn computer systems and applications
- Must be available for shift changes as scheduled
- Proficient with 10 key and typing skills
- Must be able to move 50 lb. boxes
- This position includes weekends on non-rotating schedule
- Minimum age: 18
- Must live in Corvallis

Job Description:

- Register sales and customer service
- Actively discuss and promote books
- Bending and reaching to shelve inventory
- Receiving and merchandising stock
- Use computers to enter, access, and retrieve data
- Answer phone lines
- Help with special events as needed
- Cleaning
- Help with facilitating the Grass Roots reading group
- Participate with our newsletter and website by submitting short book reviews.

Preferred:

- Looking for a voracious reader who has the ability to easily discuss books
- Experience with retail or restaurant cash handling
- Experience with a bookstore inventory or retail point of sale software
- Major in English Literature