



## Holland Hall Book Fair Job Descriptions 2019

| <b>Job Title</b>           | <b>Dates/Times of Shifts</b>  | <b>Job Description</b>  | <b>Location</b>               |
|----------------------------|---|---|-------------------------------|
| Set-Up                     | Thursday, Feb. 21 & Friday, Feb. 22, drop-in anytime 8 a.m-4 p.m.<br><br>Snacks and Lunch provided by our sponsors. | To help set-up the books, media, games, toys and stuffed animals in the PS Gym. To assist with the set-up of work / cashier stations. To help with placing appropriate signage around the PS. | Primary School Gym/Breezeway. |
| Teacher Sale: Cashier      | Friday, Feb. 22nd. 2-4 p.m.   | To total purchases, take payment, issue receipts and accept vouchers and purchase orders.   | Primary School Breezeway.     |
| Preview Party: Cashier     | Friday, Feb. 22nd. 6-8 p.m. (1/2 hour shifts)   | To total purchases, take payment (cash or credit card) and issue receipts.  | Primary School Breezeway      |
| Children's/Media Attendant | Saturday, Feb. 23rd. 8-11 a.m. 9am-12 p.m. 12 p.m.-3 p.m.   | To help tidy, straighten, re-stock and consolidate children's books /toys and media items as needed throughout the day.   | PS Gym                        |

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| Book Attendant                 | Saturday, Feb. 23rd<br>8-11 a.m.<br>9am-12 p.m.<br>12 p.m.-3 p.m. | To help tidy, straighten, re-stock and consolidate books / items as needed throughout the day.  | PS Gym                              |
| Cashier                        | Saturday, Feb. 23rd<br>8-11 a.m.<br>9am-12 p.m.<br>12 p.m.-3 p.m. | To total purchases, take payment (cash or credit card) and issue receipts.  | PS Gym                              |
| Adder                          | Saturday, Feb. 23rd<br>8-11 a.m.<br>9am-12 p.m.<br>12 p.m.-3 p.m. | Tally patron purchase during high volume times. Adders will use their phones as calculators. (Half may be older students)   | PS Gym                              |
| Marshal                        | Saturday, Feb. 23rd<br>8-11 a.m.<br>9am-12 p.m.<br>12 p.m.-3 p.m. | To direct foot traffic, answer questions, help take admission at entry, direct customers to cashiers and act as a general point of contact for customers.                                 | Entry points to PS Gym/Cashier area |
| Unique & Collectible Attendant | Saturday, Feb. 23rd<br>8-11 a.m.<br>9am-12 p.m.<br>12 p.m.-3 p.m. | To assist with the sale of unique & collectible books, watch over previously purchased rare books and to tidy and straighten the unique & collectible books as needed throughout the day. | PS Gym                              |

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| Porter         | Saturday, Feb.<br>23rd<br>8-11 a.m.<br>9am-12 p.m.<br>12 p.m.-3 p.m. | To help patrons carry purchased books / items to the outer doors/areas of the PS building. To assist Marshals when needed. Work in pairs. Do not go to parking areas. | Exit points of PS Gym. Circle Drive of Primary School. |
| Tear-Down Crew | Saturday, Feb.<br>23rd<br>2:45-3:30 pm                               | Help to consolidate books, fill donation bins, dismantle tables, collect signs and sweep.   | PS Gym   |

### Shifts

**Shift A:** 8:00 am to 11:00 am      **Crunch Shift:** 9am-12 p.m.

**Shift B:** 12:00 pm to 3:00 pm

**Tear Down Shift:** 2:45-3:30pm

Volunteers may work any or all shifts. Please choose between Shift A and Crunch Shift since they overlap. Breakfast, lunch, drinks and snacks are provided for all volunteers throughout the day.