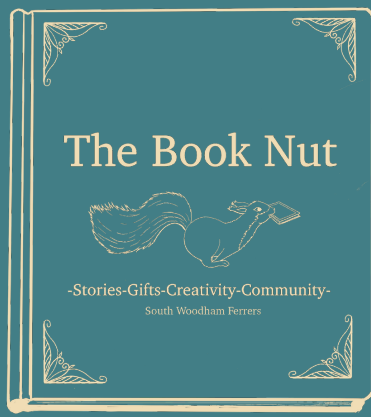




Job Description

Our Shop

The Book Nut is a small Independent Bookshop in **South Woodham Ferrers** selling new books for all ages and interests alongside gifts, toys, stationary and art materials. We are proud to be part of a reading community with regular customers of all ages discovering new stories and ordering books for collection. With a growing calendar of regular and one-off events, from author signings and evenings to art groups, there is something for everyone to get involved. We also work closely with local schools to arrange author visits and mobile bookshop visits for community events.

Role Description

We are looking for a **Senior Bookseller** with a passion for books and storytelling. This position is **Part-Time** working a **minimum of 5 hours on Saturdays** to start, plus **occasional extra hours** to assist during weekdays or evening for events. This is a **temporary position** for a period of **six months**, with the potential for additional hours to be offered, or to be extended or become permanent. This is a **key-holder position** as there may be times you are required to open or close the shop.

You would be reporting to Bookshop Manager, working with a small team of volunteers and during peak time you may be helping to supervise seasonal staff and work experience. Every day is different, especially when you work in a small shop, so you will be willing to adapt and prioritise your work to suit the flow of customers.

In this role you will be:

- Providing a customer experience that will make our readers feel welcome and keen to return. You will be using your excellent book knowledge to provide recommendations and to help our readers discover their next favourite book.
- Working with our EPOS system to process customer purchases, stock checks and customer orders, with cash handling and using the card machine.
- Processing deliveries of stock and checking for damaged books to process returns.
- Assisting with events in our shop, at our local schools and community venues, with opportunities support at our evening events and to look after visiting authors and illustrators. Our calendar of events is growing and as a Book Nut you will be invited to contribute to it.

- Setting up and run a weekly Saturday Story Time session for children using your storytelling skills to make it engaging and interactive.
- You will be assisting with creating social media content and there may be opportunities to assist with creating regular newsletters in the future.
- On occasion you will be opening or closing the shop down, with key-holder responsibilities for cashing-up and ensuring closing down/locking up procedures are followed.
- Occasionally you will be required to work alone in the shop for short periods of time. Where possible you will be supported by volunteers.
- Daily tasks will also include processing deliveries, stocking and tidying shelves, creating displays, general cleaning of the shop areas and disposing waste.
- And any other duties that are relevant for the role as needed.

Person Specifications

- We are looking for someone who has **experience working as a book seller** and can demonstrate **excellent communication** and **customer service** skills.
- You will be **passionate about books**, reading regularly to keep your **knowledge updated** and keen to discover new titles and authors.
- **Good Literacy and Numeracy skills** and ability to **learn software systems** are important as the role entails using our **EPOS and cash handling**.
- The role can be **physically demanding** when unpacking deliveries, lifting and shelving books and transporting boxes of books to other sites to carry out events and mobile bookshop, so candidates should consider this when applying and ensuring they are able to do this.
- We require someone **responsible** who will be able to ensure that **procedures are followed accurately**. In particular you should be able to carry out **key-holder responsibilities** accurately.
- You will be **confident** and happy to **host story times and author events** in front of a crowd of customers and **demonstrate creative thinking** to make the sessions engaging and fun.
- You will be **flexible** and able to **adapt** and **prioritise** your work to meet the daily changing demands of a small bookshop.
- As a very small team, **communication** is important as you will be able to **work with other people and independently**.
- You will also be **happy to work with dogs** as The Book Nut has visiting dogs and occasionally our bookshop dog joins us at work.
- Employees will need to undertake **safeguarding checks** to obtain a **Standard DBS**, to enable work with children and within schools.
- You will be **proactive** to look for tasks to complete when the shop is quiet. and **work well under pressure** when the bookshop is very busy.
- As part of this role involves opportunities to assist with events away from the bookshop, a **full clean driving licence is preferred**.

Pay and benefits – The Senior Bookseller will be paid £14 per hour.

There are also many benefits from working at The Book Nut, including **generous discounts** on our stock, **access to ARCs** and opportunities to **meet authors, illustrators** and others in the publishing world.

