

JBS Bookstore Volunteer Guidelines 2023-2024

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 arrange for 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.

Purchases may be rung up by cash, credit, Apple Pay, check or store card. 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, add that person's name to the 'optional note' box on the final page of the transaction before you hit "Record Payment".

Soda and seltzer may be purchased by JBS volunteers/employees (but not by 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. Coffee is NOT for students. Volunteers make fresh coffee when time permits and there are no customers in the Bookstore. Half & Half is available in the refrigerator.

Please restock and tidy up when time permits. Most items can be found in the cabinets and drawers or in the storeroom. Make sure the supplies and clothing are neatly arranged. Paper towels and cleaning supplies are under the sink. 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.

Case keeps the lost & found calculators, and emails students who label their calculators; 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 & Found is open from 8 – 4. 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:

Melissa Carter & Christine Geiger
bookstorevolunteers@jburroughs.org