

# EMPLOYEE:

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**POSITION TITLE:**                    **BOOKSTORE MANAGER**

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**DEPARTMENT:**                    **CHURCH OFFICE**

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**STATUS:**                            **PART TIME; 20-21 HOURS PER WEEK**

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Chapel Books exists as a ministry of Calvary Chapel of St. Petersburg. Our Vision is to provide the Word of God and the tools to equip people in their relationship with God and in their ministry.

## KEY FUNCTIONS

### Manage day to day operations of Chapel Books:

- Perform operating procedures during daytime hours and before and after services
- Perform Open and Closing procedures include balancing registers and totaling daily and weekly deposits
- Set up recording equipment and preparing masters for message ministry
- Check all Point Of Sales: stocked and operating properly
- Determine and communicate effective advertising and promotional needs
- Manage and execute digital marketing strategy to create larger awareness and sales
- Create and maintain an online store
- Perform other duties as assigned

### Supervision of bookstore volunteers:

- Train of bookstore volunteers to complete cashier sales, service, floor inventory, pricing and restocking, message ministry, back office receiving and ordering
- Supervise weekly schedule and changes for volunteers

### Managing stock:

- Create purchase orders based on sales and restocking /reordering figures
- Place orders for special requests from staff and customers
- Manage the ordering of customer purchases, book and workbook inventory for school of ministry for both on and off site Bible classes
- Manage inventory and supplying materials for church ministry: resource rooms, sanctuary, communion, etc.
- Conduct inventory manually and with software reports
- Support special events with materials and extended hours
- Receive shipments: committing into inventory, pricing, restocking floor
- Design floor displays and traffic patterns
- Screen new books/materials to be carried in the store
- Develop sales and promotions for various Holidays and Events

### Budgeting and Accounting:

- Process billing for suppliers and customers
- Manage budget and expenditures for bookstore and related ministries

**Hours:**

Currently the Bookstore Hours are as follows:

Tuesday: 9:30am-2:00pm  
Wednesday: 9:30am-7:00pm (before service)  
Sunday: 10:15am-1:00pm (after services)

**Current work hours (when open and closed)**

Tuesday: 8:30am – 2:30pm (6)  
Wednesday: 9:30am - 7:30pm (10)  
Thursday: 8:30am-9:30am for staff devotions (1)  
Sunday: 10:00am - 2:00pm (4)

**EXPERIENCE:**

Computer savvy

Detail Oriented

Digital/Social Media experience

Ability to lift 25 pound boxes of inventory/deliveries

Excellent customer service and interpersonal skills

Ministry Experience and/or Managing Volunteers a plus

Retail or Bookstore experience preferred