

JBS Bookstore Volunteer Guidelines 2019-2020

SHIFT COVERAGE: Our goal is the smooth operation of the bookstore!

IF YOU CAN'T MAKE YOUR BOOKSTORE SHIFT:

If you can't make your shift, e-mail Case Baum – cbaum@jburroughs.org so that she can secure 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 and credit card transactions. Credit cards can be used by any adult who does not have a child with a bookstore account (also known as a “Store Card” account).

Purchases may be rung up by cash or store card account. Checks are also accepted. An orientation to this simple process will be provided on a volunteer's first day in the bookstore. Keep the cash drawer closed. Volunteers should not make change for students/employees without first checking with Case.

Whenever a teacher or staff member buys something on a department account, tell Case who made the purchase. If you don't recognize the purchaser, ask him/her for their name, and pass along to Case.

“Cookie Books” containing 5 and 10¢ coupons are available for \$3. Cookie coupons can only be used to pay for cookies. Change needed for a coupon should be made with another coupon. All cookie money and coupons are kept in a separate box specifically for cookie sales.

Soda and seltzer in the refrigerator may be purchased by JBS volunteers/employees. Soda and seltzer are not for sale to students.

SPECIFIC SHIFT RESPONSIBILITIES:

8-10:30 – On Late Start Days, ensure that at least 1 volunteer can be in the Bookstore at 8 AM.

10:30-1 –Place cookies on a tray for the 7th/8th grade lunch. Halfway through the lunch period, push the pink cart out to the Bookstore counter. At the end of the first lunch, take the tray back to the kitchen to replenish if necessary for the second lunch. Bring the tray back out halfway through the second lunch period. Please pay close attention to each student's form of payment.

1-3:30 – Replenish the cookie tray as needed for the third lunch students. Please pay close attention to each student's form of payment. At the end of the third lunch, push the pink cart back to the kitchen. Wash and dry the cookie tray. Place any unsold cookies in a plastic bag, and store in the refrigerator.

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, in the back storeroom, or behind the snack bar counter. Coffee is available at no charge to bookstore volunteers/employees. Coffee is NOT for students. Volunteers make fresh pots of coffee when time permits and there are no customers in the Bookstore. Half & Half is available in the refrigerator.

Please re-stock items and tidy up the area when time permits. Most items can be found in the cabinets and drawers below the items, or in the storeroom. Make sure the supplies and clothing are neatly arranged. Paper towels and cleaning supplies are under the sink. Wipe off the counters and display cases, etc. 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.

The basket of “found” calculators is in Case Baum’s office. Case sends an email to those students whose calculators she has; 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 and Found is unlocked and open from 7:30 – 4. Should the door close accidentally, students may need the key which is kept in the Bookstore drawer.

COOKIES:

JBS tradition includes selling cookies to the students for 5¢ each. Students are permitted to buy 2 cookies only, and only after their lunch.

WASH HANDS and use fresh disposable GLOVES when handling the cookies. A box of disposable gloves is on the pink cart.

There are signs to put out indicating which grade’s cookies are out. Be fair and stick to the schedule so there will be cookies left for students at the last lunch. Please pay close attention to each student’s form of payment.

The bookstore does not sell cookies on days when there is a fund-raising bake sale at JBS.

Volunteers should not offer FREE cookies at any time to the students! Cookies are never free without the approval of Case Baum (limited to before vacations or other special circumstances).

Cookies may only be sold for advisory meetings from the freezer. Please check with Case Baum before selling cookies for advisory.

Questions, suggestions, concerns... please contact JBS Parents' Council Co-chairs for the Bookstore:

Rachel Rackers 480-258-7620
rachrack1@yahoo.com

Christina Clarke 503-688-0889
clarkelecc@yahoo.com