

ANY AMOUNT OF BOOKS

The Charing Cross Road Bookshop

56 Charing Cross Road, London, WC2H 0QA

www.anyamountofbooks.com



Bookseller

Part time role: Wednesday, Thursday, Friday, Saturday (32 hours per week).

Start date: Wednesday 30th September. (ideally)

Pay: £14.80 p/hour, £24,627 p/year for 32 hours (*full time equivalent pay annually is £30,874*)

About us:

We are a general secondhand bookshop in the classic tradition, one of the few in central London. We sell a wide range of good quality general secondhand books, ranging from £1.50 clearance bargains, to collectable rare and antiquarian books for £1000 plus pounds.

Our customers are readers, collectors, book dealers, Londoners, visitors and tourists.

We have many regular loyal customers. We also sell online and post books across the world.

We are well known for our good turnover of stock, reasonable prices, friendly and informed staff.

We are a small friendly team, we pay London Living Wage, and offer generous staff discounts on books. In return we expect staff to really care about the bookshop and the role.

We take bookselling seriously, have high standards for the bookshop, and expect those working for us to do the same.

What we are looking for:

In order to work effectively for us and for the job to be fulfilling for you, you will need to have:

- Good communication skills, and be confident in dealing with a wide range of people.
- Good numeracy skills. You will need to be able to add up book prices and work out simple discount percentages in your head to effectively work on the till.
- An ability to be methodical and accurate when handling cash at the till and cashing up at the end of the day.
- Good physical and mental stamina, the ability to lift and carry boxes of books.
- The ability to work well with your colleagues as part of a small team.
- Some prior experience of working in a bookshop, or a closely related retail environment.
- A real interest in a range of books. A general knowledge of writers and literature, and a good general knowledge is important.
- An ability to remember and follow clear procedures, and a willingness to take on a range of tasks each day.
- Strong attention to detail and to care about how the bookshop looks.

What we offer you:

- We are a Living Wage employer and pay London Living Wage (currently £14.80 p/hour gross of tax and deductions)
- Initial 20% off all staff book purchases (further discounts after probation period).
- Access to knowledge about secondhand bookselling, including training to catalogue books.
- Relaxed friendly work environment, casual dress.
- Standard 5.6 weeks annual leave (pro rata for part time staff).
- Contributory workplace pension.

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Physical requirements:

- The job requires you to be on feet a lot of the day – when on the till and when restocking books on the shelves, and just being in the bookshop generally. But you are able to sit down when you need to do so, within reason, as the demands of the job allows.
- There is a fair degree of bending down and reaching up to shelves and using library kick stools and stepladders.
- You will be required to help lift and carry boxes of books into the shop and up and down stairs regularly.
- You will need to be able to retain your focus and energy throughout the day.

What is the working day like?

The working hours are currently:

Monday to Saturday: 10.00 am to 7.00 pm

(with a one-hour (unpaid) lunch hour. There is a 10-minute break in the first part of the day.)

Sunday: 11.00 am to 6.30 pm

(with a one-hour (30 minutes paid) lunch hour.)

The shop is open Monday to Saturday 10.30am to 7.00pm, Sundays 11.00am to 6.30pm.

We always have at least 2 staff in the shop at any time (there are usually 3 staff).

There is usually a 3rd staff member working in another part of the shop, and the 3rd member covers lunch breaks, so there is never a point where you are on your own.

During the day you will be covering a range of duties, which include:

- Refreshing the window display.
- Restocking the shelves with new arrivals.
- Sorting, tidying and alphabetising sections.
- Putting book protector sleeves on books.
- Helping to carry boxes of books in and out of the shop, and up and down stairs.
- Being on the shop floor, helping customers and monitoring activity
- Using the till and taking cash and card payments.
- Recording larger sales in a ledger.
- Cashing up at the end of the day.
- Taking customer enquiries over the phone.
- Looking up online queries on our database.
- Updating management with messages as required.
- Light clean (vacuum floors etc) shop as required at start of day, washing up teacups at end of the day, putting out recycling and rubbish.

This is not meant to be an exhaustive list, the duties and responsibilities for this post may evolve and change over time, but the responsibilities outlined above will remain central to your role.

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There are always tasks to be done in the shop and you should be pro-active in getting on with sorting shelves, putting books out, checking the window displays and more.

The bookshop day can fluctuate between very busy and very quiet, and we need you to be able to cope easily with the pace when it is very busy, and not be phased or stressed at these points.

We need someone who can take advantage of the quiet periods for getting things done.

About the team:

You will be joining a small friendly well-established team, with the two directors, two senior booksellers, three other booksellers and one casual cover bookseller.

General expectations:

You are expected to be at the shop ready to start your day on time, and to be prepared to stay a few minutes after closing time to lock up etc, if required.

Focus and detail are important, as is completing tasks that you have been asked to do.

You should be aware of what is happening around you in the shop at all times, and to be pro-active in making sure the bookshop is looking its best and in responding to customer queries.

You should be aware of the books we have in stock on the shelves – it would be impossible to know every book, but by continuing to tidy and sort sections and put books out, you should become familiar with what is in each section; there is an expectation that by applying for this position that you will be interested to know what we have available in the shop.

You need to have a very good level of numeracy that allows you to add up the prices of a few books in your head and calculate basic percentages at the till. You should be confident with cash handling as we take cash and card payments.

You will need to be able to adapt to both busy and quiet periods in the shop, remaining calm when things are very busy and finding things to do when it is quiet.