



Job Description

Children's Bookseller

About Us

We are a family-owned gift and bookstore since 1997. Our first shop in Arlington, MA has been known since the beginning as a well-curated destination for unique, beautiful, eclectic, and fun gifts for all.

Books were first introduced into our offerings at the beginning of the 2000s as an add-on to baby and kid's gifts. As we watched our wee customers grow, so did our selection of books to satisfy their age-appropriate interests. Maxima now offers a full range of all genres for all age groups.

After a successful pop-up venture in Lexington, MA in 2019, the wife & husband team decided to expand and open a permanent location, this time a bookstore. In September of 2021, Maxima Book Center in Lexington, MA was born!

A fun, creative, and eclectic environment for both our customers and our team has always been of the most importance to Maxima. If you would like to be part of a fantastic team, at a place beloved by the community, you should know that Lexington is a diverse, intellectually engaged community that invests in education and loves reading, making Maxima a wonderful place to work.

Brief Description of Role

We are looking for an experienced part-time children's bookseller to provide excellent customer service and properly maintain our children's section. The desired candidate should be committed to and passionate about investing in the community and sharing their love of books with children.

Responsibilities

- Make personalized recommendations to customers of all ages
- Restock and shelve throughout each day

- Help curate each season's new books
- Prepare and coordinate story time events
- Stay abreast of new titles and displays throughout the store
- Provide excellent customer service both over the phone and in-store, including operating the POS

Requirements

- Previous experience working in a retail setting is preferred
- Familiarity with and passion for children's books is necessary, including all ages and children's book series
- Proactive with straightening, restocking, and other projects within the section and throughout the store
- Energetic team player who is open to learning our systems and takes direction well
- Skilled at providing exceptional customer service
- Effective communicator
- Excellent time and task management
- Dependable and punctual
- Detailed-oriented, organized, and vigilant about keeping books restocked and workspaces tidy and organized
- Enjoys working in a **fast-paced** environment and maintaining a pleasant disposition
- Unafraid of hard work, heavy lifting at times, and long days on one's feet

Special Considerations

- Looking for a long-term, 22.5hr/wk employee who will become engaged with the community
- Five, four and a half-hour shifts per week, between the hours of 10 am and 7 pm, spread over seven days a week; we try to keep a steady monthly schedule - flexibility is required, and must be able to work morning, afternoons, and weekends
- Compensation is hourly, with the potential for more hours during the holiday season, and a year-end bonus for exceptional performance

To Apply

Maxima Center is dedicated to offering books, events, gifts, and employment that reflect and honor the lives of all people. We welcome applications from individuals of all backgrounds. Please email your resume, cover letter, and the fill-out application to careers@maximacenter.com