



Greenwood Chapter  
Independent Bookshop & Café

## Job Vacancy: Part-Time Bookseller

**Hours:** 28 hours per week

**Pay:** £12.60 per hour

**Working Pattern:** Wednesday, Thursday, Friday and Saturday (10:00 – 17:00)

**Location:** 35 Peach Street, Wokingham, Berkshire RG40 1XJ

### About the Role

We feel incredibly proud to be opening an independent bookshop in our home town of Wokingham. This shop is a big labour of love for our high street, and our goal is to build a relaxed community hub where people can browse books and gifts, grab a coffee, or attend an event.

As a small team, we are looking for a down-to-earth, part-time bookseller to help us make the space work day-to-day. We need an adaptable, friendly all-rounder who can switch seamlessly between active bookselling and running our small café area, keeping the environment welcoming and unhurried for everyone.

### Key Responsibilities

- Customer Service & bookselling: Deliver warm, attentive service on the shop floor. You will confidently handle customer enquiries, share passionate book recommendations, and stay up to date with new releases
- All-round bookshop operations: Help run the bookshop by switching seamlessly between active bookselling and our small café area - preparing coffee, serving cakes, and keeping all seating and browsing areas immaculate and welcoming
- Displays & daily processes: Handle essential tasks with great attention to detail. This includes operating the till, processing new deliveries, sorting stock, replying to emails, and setting out creative book displays that encourage browsing
- Teamwork & initiative: Work reliably and collaboratively within our close-knit team, staying motivated during quieter spells and resilient when busy. You bring kindness, integrity, and a practical mindset

### Required Experience

- Strong customer service: Proactive customer service skills with the confidence to chat with visitors, offer recommendations, and handle enquiries
- Flexible Approach: A dependable work ethic within a small team. You are happy to roll your sleeves up, take natural ownership of your daily workload, and use your own initiative
- Communication skills: Excellent written and spoken English, essential for everything from face-to-face service to customer emails and daily shop admin
- Basic computer skills: Comfortable with general computer basics, such as using the internet, sending emails, and learning new systems



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### Independent Bookshop & Café

- A genuine love of books!

#### **Desirable Experience**

- Prior bookselling experience: Previous experience working in a retail bookshop environment, with a track record of handling stock and caring for specific sections
- Inventory systems: Familiarity with BatchLine (or a similar bookshop management system)
- Social media & digital content: Experience creating engaging content for small businesses or personal projects (e.g., Instagram, Facebook, TikTok). An eye for taking nice photos, sharing recommendations online, and helping us grow our digital presence is a great bonus

#### **What's in it for you?**

- Skills & development: Full training on modern bookshop technology, including our digital till systems, inventory software, and secure payment processing
- A great place to work: A welcoming, thoughtfully curated environment with a close-knit team culture where your ideas are genuinely valued
- Direct input: The chance to have a real say in the books we stock and how we shape our monthly subscriptions
- Perks for book lovers: A 20% staff discount on all books, plus early access to advanced reader copies (proofs) - meaning you get a sneak peek at exciting new titles before they even hit the shelves
- Time off: 23 days of paid annual leave per year (pro-rata). This entitlement is inclusive of all UK public and bank holidays. We are a small team and our shop will be open on some public holidays; where required, these are treated as normal working days, allowing you to use your holiday allowance for the days that matter most to you

#### **How to Apply**

Please email your CV and a short cover letter to [hello@greenwoodchapter.co.uk](mailto:hello@greenwoodchapter.co.uk) with the subject line 'Part-Time Bookseller Application'.

In your cover letter, please tell us:

1. Why you would like to work with us at Greenwood Chapter
2. About a book you have recently read, loved, and why!

Closing Date for Applications: 18-Sep-2026