

SANTA PAULA UNIFIED SCHOOL DISTRICT

CLASS TITLE: STUDENT STORE CLERK

BASIC FUNCTION:

Under the direction of an assigned supervisor, perform and oversee the retail sales in an assigned student store, operating a cash register to perform transactions, displaying merchandise to preserve quality and enhance sales, and coordinating or assisting with special events, activities, sales and rentals.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Perform and oversee the operation of retail sales in an assigned student store, including merchandising, purchasing and inventory procedures; order, sell and maintain inventory of various items, including supplies, materials, snacks, clothes, and others.

Receive and process store inventory according to established procedures; stock and maintain store shelves; assure shipments and payments are accurate and complete.

Coordinates and sells tickets, merchandise, admissions, and related items and services to support student body and/or sub-group activities such as sports, band, dances, fairs, yearbook, graduation, etc.

Operate a cash register, adding machine, telephone, computer, copier and other office equipment.

Reconcile cash register monies; assure money is collected and accounted for prepare cash boxes for various school events.

Communicate with District personnel and staff, outside organizations and various vendors to conduct marketing research, receive requests, order supplies, exchange information and resolve issues or concerns.

Provide work direction and guidance to student workers; prepare and coordinate work schedules.

Monitor student behavior in the store.

Assist school accounting personnel with a variety of accounting related activities; including bank deposits, coding and logging requisitions, daily receipts and preparing purchase orders and checks as assigned.

Participate in other assigned activities such as maintaining student accounts, assisting with fundraising events and various ASB activities.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Retail store (or equivalent retail concessions) operations, policies, and procedures.
Cashiering and computer data entry skills.
Inventory, methods and practices.
Mathematical computations.
Oral and written communication skills.
Interpersonal skills using tact, patience and courtesy.
Principles of training and provide work direction.

ABILITY TO:

Perform and oversee the operation of retail sales including merchandising, purchasing and inventory procedures.
Verify, balance and adjust accounts.
Maintain appropriate inventory levels of supplies and materials.
Answer telephones and greet the public courteously.
Establish and maintain cooperative and effective working relationships with others.
Communicate effectively both orally and in writing.
Train and provide work directions to others.
Complete work with many interruptions.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school or equivalent and one year of cashiering, recordkeeping, retail or equivalent experience.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Student store environment.
Constant interruptions.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.
Hearing and speaking to exchange information in person and on the telephone.
Standing for extended periods of time.
Ability to see to read a variety of materials.
Bending at the waist, kneeling or crouching to file materials.
Reaching overhead, above the shoulders and horizontally to shelve and retrieve items.

DATE WRITTEN: 07/10/15
BOARD APPROVED: 07/15/15
P.C. APPROVED: 09/15/15