

POSITION DESCRIPTION

JOB TITLE: BOOKSTORE CLERK PART-TIME, WEBB CITY CAMPUS

DEPARTMENT: BOOKSTORE

DIVISION: FINANCE

HOURLY WAGE: \$11.48/RANGE 2

HOURS PER WEEK: 19.5

FLSA: NON-EXEMPT

IMMEDIATE SUPERVISOR: DIRECTOR, BOOKSTORE

SCHEDULE DETAILS: PART-TIME/12 MONTH POSITION

DATE OF LATEST REVIEW/REVISIONS: September 21, 2021

Position Summary

Position is at the Crowder College Webb City Instructional Site, responsible for bookstore operations, including customer service for students, faculty, and visitors in the sale of books, general merchandise, clothing and food; appropriate accounting of funds; coordination of bookstore supplies, displays, and security; and other duties as assigned by the Director of the Bookstore.

Essential Job Duties

- Provide Bookstore services in a professional manner to faculty, students, staff, and visitors.
- Request food items and supplies, and request needed materials and goods from the Neosho campus.
- Create displays/merchandising and post signage as suggested and/or provided.
- Create Bookstore activities according to season and college functions.
- Open the bookstore for daily operation, including preparation of the cash and computer system.
- Ensure daily receipts are reconciled correctly and cash drawer is secured appropriately.
- Assist with maintaining Bookstore in a neat and orderly manner; maintain proper Bookstore security; and conduct physical inventories as needed, particularly at year-end in conjunction with auditors' requirements.
- Assist with maintaining proper accounting records, submitting sales tickets and student charges to the Crowder Neosho Bookstore for processing.
- Perform other related duties as assigned by the appropriate administrator.

Required Knowledge, Skills & Abilities

- High School graduate / GED.
- Excellent customer service skills.
- Excellent communication and organizational skills.
- Ability to work independently with a minimum of supervision.
- Ability to handle basic mathematical calculations.
- Cash management skills.
- Ability to establish and maintain professional conduct and positive working relationships with students, employees and community/vendor contacts.
- Ability to lift up to 50 pounds.

Preferred Knowledge Skills & Abilities

- One (1) year of related work experience.

Information Technology Abilities

- Ability to operate a personal computer using the Windows environment.
- Ability to operate a personal computer within the Crowder College Network environment using the currently available Microsoft Windows operating system.
- Ability to operate standard office equipment such as computers, desktop calculators, cash register, copiers, and telephones.
- Ability to use E-mail and associated calendaring/scheduling applications.

- Ability to key in data accurately.
- Ability to perform basic word processing using MS Word.
- Ability to perform basic spreadsheet functions using MS Excel.
- Ability to use other computer programs as needed

Positions Supervised

- Work-study Students

Working Environment:

- Work is performed primarily in a standard convenience store/bookstore setting and may involve frequent interruptions and distractions.
- May require extended periods of time viewing computer monitor or standing.
- May encounter occasional exposure to inclement weather during travel.
- Normal college working hours but adjustment of hours involving evening and/or weekend work is required from time to time particularly during first and last week of each semester.
- A neat appearance and appropriate business apparel are required.
- The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical:

- Will involve indoor and outdoor mobility within the campus and various sites (even in inclement weather).
- Input, access and distribute information using computers.
- Use and maintain convenience store equipment in a safe and efficient manner.
- While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to handle or feel; reach with hands and arms; stoop, kneel, or crouch; and talk or hear. Specific vision abilities required by this job include close vision.
- Ability to lift up to 50 pounds required periodically.
- The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Creative and Analytical Skills

- Ability to apply critical and analytical skills to successfully perform job responsibilities and carry out instructions furnished in written, oral or diagram form.
- Ability to devise or modify methods or processes to solve specific problems.

Language/Communication Skills

- Ability to communicate effectively with a variety of people, including faculty/staff, students and the general public.
- Effective telephone communication skills, including the ability to provide information verbally and with a friendly demeanor.

***CROWDER COLLEGE RESERVES THE RIGHT TO MODIFY, INTERPRET, OR APPLY THIS JOB DESCRIPTION IN ANY WAY THE INSTITUTION DESIRES. THIS JOB DESCRIPTION IN NO WAY IMPLIES THAT THESE ARE THE ONLY DUTIES, INCLUDING ESSENTIAL DUTIES, TO BE PERFORMED BY THE EMPLOYEE OCCUPYING THIS POSITION. *THIS JOB DESCRIPTION IS NOT AN EMPLOYMENT CONTRACT, IMPLIED OR OTHERWISE. THE EMPLOYMENT RELATIONSHIP REMAINS "AT-WILL."* THE AFOREMENTIONED JOB REQUIREMENTS ARE SUBJECT TO CHANGE TO REASONABLY ACCOMMODATE QUALIFIED DISABLED INDIVIDUALS.