

CASHIER/BOOKSTORE

CLASS SUMMARY

Under supervision – handles cash register sales; provides customer service; performs related duties as required.

REPRESENTATIVE DUTIES

Process purchases and exchanges; operate computerized cash register; resets cash registers; checks cash receipts; may assist in directing the work of part-time, temporary and student helpers; assists in receiving, marking, and arranging books, stationary, and other bookstore merchandise; assist with shipping and receiving; respond to customer inquiries and requests; acts as salesperson, cashier, receiving clerk, and stock clerk; receives books and other supplies; prepares space and checks merchandise; unpacks and checks incoming deliveries; posts records, and keeps Bookstore clean and orderly; may maintain vendor catalog file and assist in other purchasing activities; types, files, and operates office equipment; reprices books.

ORGANIZATIONAL RELATIONSHIPS

This class reports to the designated manager/supervisor. It may direct the work of part-time help during busy periods.

DESIRABLE QUALIFICATIONS GUIDE

Training and Experience

Any combination of training and/or experience equivalent to graduation from high school; and some varied experience in stock or clerical work, preferably including some retail sales experience.

Knowledge and Abilities

Knowledge of: retail store operations, and of shipping, receiving, and stock work; clerical and record keeping methods and procedures.

Ability to: understand and follow oral and written directions; make arithmetic computations rapidly and accurately; check records accurately; estimate stock needs; lift, move, sort, and store objects of medium and occasionally heavy weight; direct the work of student assistants.