

## **STUDENT LABOR POSITION DESCRIPTION**

### **Bookstore**

Most Recently Updated 08/02/00

Position Title: Bookstore Staff I  
Must work 10 Hrs/wk.

**I. Grade Level: 1-2**

**II. Description:**

A. The following are the essential duties for Bookstore Staff I in the Bookstore:

1. Cashier
2. Janitorial services
3. General merchandising
4. Communication with customers
5. Performs other job-related duties as assigned.

B. The following are *possible additional* duties for this position:

1. Price products and help shelve products
2. Receive (check-in) merchandise
3. Provide customer service
4. See that the workplace and environs are clean.

**III. Learning Opportunities:**

- A. Basic retail business operations
- B. Various customer service techniques
- C. Responsibility and dependability
- D. Interaction with general public.
- E. How to follow specific instructions
- F. How to work in a team environment

**IV. Basic Qualifications:**

- A. General: Ability to follow instructions and ability & willingness to learn
- B. Skill: Listening, good math skills, good reading and communication skills
- C. Physical: Ability to lift 50 lbs.
- D. Academic: Must be enrolled

**V. Desirable Qualifications:**

- A. 1-2 years retail experience
- B. 2-4 years experience in handling cash and dealing with the public.
- C. Any experience in retail merchandising.

**VI. Narrative Summary:**

During the course of employment, student served as a cashier, was assigned specific janitorial duties, helped stock the store, and acted as a customer service representative for the Bookstore. In addition, student performed additional job-related tasks as assigned.