

STUDENT LABOR POSITION DESCRIPTION

Bookstore

Most Recently Updated 08/02/00

Position Title: Bookstore Staff II
10-12 hrs per week

I. Grade Level: 2-3

II. Description:

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

1. Cashier
2. Supervision of other student employees
3. Merchandising
4. Communication with customers
5. Various communications with vendors
6. 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. Help create displays
5. Place orders
6. See that the workplace and environs are clean.

III. Learning Opportunities:

- A. Dealing with vendors
- B. More advanced retail business application
- C. Effective and non-effective merchandising and retail strategies

IV. Basic Qualifications:

- A. General: At least 140 hours of labor at Berea College Bookstore
- B. Skill: Listening, good math skills, good reading and communication skills
- C. Physical: Lifting 50 Lbs.
- D. Academic: Must be enrolled, minimum of a 2.50 cumulative GPA.
- E. Other: Preference will be given to those that will be available to work during academic breaks

V. Desirable Qualifications:

- A. 1-2 years retail experience
- B. 2-4 years handling cash and dealing with the public.
- C. Any experience in retail merchandising.
- D. 1-2 years in a supervisor's position.

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. Student also provided management and supervision for other student employees in the department. In addition, student performed additional job-related tasks as assigned.