

STUDENT LABOR POSITION DESCRIPTION**Bookstore**

Most Recently Updated 08/02/00

Position Title: Bookstore Staff III
12-15 hrs per week

I. Grade Level: 3 or 4**II. Description:****A.** The following are the essential duties for Bookstore Staff III in the Bookstore:

1. Cashier
2. Supervision of student employees
3. Merchandising
4. Communication with customers
5. Various communication with vendors
6. Inventory management
7. 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. Product selection
7. Store supervisor on assigned Saturdays.
8. See that the workplace and environs are clean.

III. Learning Opportunities:

- A. Dealing with vendors
- B. The joys and problems of supervising employees
- C. Effective and non-effective coaching and motivating skills
- D. The success and failures of product selection and buying trends of the general public.

IV. Basic Qualifications:

- A. General: At least 280 hours of labor at Berea College Bookstore
- B. Skill: Listening, good math skills, good reading and communication skills
- C. Physical: Ability to lift at least 50 lbs.
- D. Academic: Must be enrolled, minimum 2.50 cumulative GPA.
- E. Other: Preference will be give to those that will be available to work during academic breaks.

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.
- D. 1-2 years in a supervisor's position.

VI. Narrative Summary:

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 provided management and supervision for other student employees in the department. Student was also responsible for inventory management and regularly dealt with to maintain acceptable inventory levels. In addition, student performed additional job-related tasks as assigned.