

Feather River College Student Employment

Job Title: Bookstore Assistant

DESCRIPTION: Under general supervision, to serve as cashier, maintain stock levels, maintain files and records, and provide related assistance in the operation of the bookstore; and to perform related duties as assigned.

ESSENTIAL DUTIES:

- Staffs service counter and operates cash registers to sell books and merchandise, compute tax, total due, and change, receive payments and make change, and process refunds; assists with end of semester "buy back" program
- Provides information, explains bookstore policies, assists students in identifying textbooks and materials for specific classes, and pulls requested books
- Receives, signs for, and verifies quantities and order numbers for incoming stock shipments
- Assists in monitoring stock levels of texts and merchandise; participates in annual inventory to count and record all stock; labels stock for storage and maintains index of stored materials
- Unpacks texts onto shelves or into storage; packs and ships texts for returns to publishers
- Prepares merchandise displays and rotates stock
- Provides UPS and postal station services including processing and accepting registered and certified mail, preparing money orders, calculating postage, selling stamps, processing mail forwarding and holds, shipping materials, and renting post office boxes
- Prepares and maintains a variety of records and files such as purchase orders and returns

MINIMUM QUALIFICATIONS:

Knowledge of:

- Business arithmetic including computing percentages and tax
- Standard office procedures including filing methods

Skill in:

- Providing excellent and friendly customer service
- Operating a variety of retail, office and postal equipment including cash register and calculator

DESIRABLE QUALIFICATIONS:

- Cashier, retail and/or office experience preferred

PHYSICAL CHARACTERISTICS:

- Physical strength and mobility to lift, carry, stoop, reach and climb to pack, unpack, sort, shelve, and pull books and merchandise
- Manual dexterity to operate cash register and other bookstore equipment
- Speech and hearing to communicate effectively with customers, vendors and delivery in person and by phone
- Vision sufficient to read fine text, and equipment readouts and dials

WORK SCHEDULE: Availability during bookstore hours Monday through Thursday 9:00am to 1:30pm and Friday 10:00am to 1:00pm.

TO APPLY: Submit a completed Application for Student Employment and Class Schedule to the Advising/ Counseling Center.