

July 2013

SANTA BARBARA COMMUNITY COLLEGE DISTRICT

CLASSIFICATION: CLASSIFIED

CLASS TITLE: BOOKSTORE ASSISTANT

SALARY TABLE: 29

SALARY RANGE: 18

BASIC FUNCTION:

Under the direction of the Director-Bookstore Operations, perform various cashier, customer service and inventory duties in the operation of the bookstore; greet and provide assistance to students.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Perform various cashier, customer service and inventory duties in the operation of the bookstore; sell books and various other products to students and collect monies according to established procedures.

Operate a computerized cash register to perform cashiering duties; count money, make correct change and issue receipts; prepare and balance cash register as assigned.

Monitor inventory levels of various bookstore products; stock shelves and displays with products as needed; prepare, replace and affix price and barcode labels to products.

Greet and assist students and other bookstore customers; respond to customer inquiries and provide general information concerning bookstore product information and locations.

Maintain bookstore environment in a clean and orderly condition; organize displays and assure cleanliness of floor, counters and shelves.

Operate a variety of office equipment including a copier, computer and assigned software; input a variety of bookstore data into assigned computer system.

Communicate with personnel and customers to exchange information and resolve issues or concerns.

Maintain routine records related to assigned activities as required.

Assist in ordering, receiving and maintaining inventory of bookstore products as assigned.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

December 2020

Ewing Consulting Services

Basic cashiering and customer service techniques, practices and procedures.
Oral and written communication skills.
Interpersonal skills using tact, patience and courtesy.
Basic record-keeping techniques.
Basic mathematical computations.

ABILITY TO:

Perform cashiering duties, count money and make correct change.
Greet and provide assistance to students and other customers.
Learn to operate a computerized cash register.
Stock shelves and displays with appropriate products as needed.
Communicate effectively both orally and in writing.
Establish and maintain cooperative and effective working relationships with others.
Maintain bookstore environment in a clean and orderly condition.
Understand and follow oral and written directions.
Maintain routine records related to work performed.
Add, subtract, multiply and divide quickly and accurately.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and sufficient training and experience to demonstrate the knowledge and abilities listed above.

WORKING CONDITIONS:

ENVIRONMENT:

Bookstore environment.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a cash register.
Seeing to read a variety of materials.
Hearing and speaking to exchange information.
Standing for extended periods of time.
Reaching overhead, above the shoulders and horizontally.
Bending at the waist, kneeling or crouching.
Lifting, carrying, pushing or pulling light objects as assigned by the position.