

ASSOCIATED STUDENT BODY (A.S.B.) STUDENT STORE CLERK

DEFINITION

Under general supervision, performs merchandising operations at a secondary school student store. This is a single class position responsible for student store merchandise, supply and maintenance.

OCCUPATIONAL GROUP

Classified (Clerical)

REPORTS TO:

School Principal or Designee

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

1. Maintains inventory of all merchandise sold in the student store; submits store supply orders. May interact with vendors. **(E)**
2. Maintains appropriate inventory records. **(E)**
3. May collect, roll, and deposit money.
4. Oversees the stocking of student store vending machines. **(E)**
5. May oversee students who work in the student store during lunch periods.
6. Alerts principal or designee of any operational problems.
7. Performs other related duties as assigned.
8. Provides vacation and temporary relief, when required.

(E) = Essential Functions

MINIMUM REQUIREMENTS

Knowledge of:

- Safety and health procedures and policies;
- Inventory control;
- Merchandising, sales, and buying;
- Operation of standard office machines, equipment, and computers.

Ability to:

- Provide efficient and courteous service to all customers;
- Operate standard office machines, equipment, and computers;
- Maintain a clean work area;
- Maintain an awareness of store security;
- Follow Associated Student Body (A.S.B.) policies and procedures;
- Work independently;
- Establish and maintain effective working relationships with those contacted during the course of the work day.

EDUCATION

High school diploma or its equivalent.

EXPERIENCE

Merchandising experience desirable.

WORKING CONDITIONS

- Secondary school campus environment;
- Considerable distraction from store activities;
- Constant interruptions;
- Contact with cleaning agents and chemicals;
- Demanding timelines;
- Indoor/outdoor environment;
- Noise;
- Regular exposure to dust, odors, dirt (pollen);
- Subject to frequent interruptions and extensive contact with students, parents.

PHYSICAL ABILITIES

- Bending at the waist and reaching to retrieve and maintain store inventory;
- Carrying, pushing, or pulling;
- Climbing;
- Dexterity of hands and fingers to operate standard office equipment;
- Visual and hearing ability to perform job responsibilities;
- Occasional lifting of objects weighing up to 50 pounds using proper lifting methods;
- Kneeling, crouching, or stooping;
- Reaching overhead, above the shoulders and horizontally to retrieve and shelve supplies;
- Standing for extended periods of time.

HAZARDS

- Adverse weather conditions including extreme temperatures (below 32 degrees and above 100 degrees), high winds and occasional rain;
- Contact with cleaning agents and chemicals;
- Exposure to individuals with excessive body odor;
- Exposure to verbal abuse and harassment, potential physical hazards involved in intervening in anti-social, illegal, or violent confrontations;
- May be exposed to contact with hostile or abusive individuals;
- Noise;
- Working in a cramped or restrictive work station.

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