Ventura County Community College District

Class Title: Bookstore Stock Assistant

Basic Function:

Under the direction of the College Bookstore/Business Manager, perform shipping and receiving duties related to the bookstore supplies and materials; store and issue bookstore stock and supplies; assist in the activities of the bookstore as required.

Representative Duties:

Receive and price stock, equipment and supplies delivered to the bookstore; verify goods received against purchase order specifications; record and report shortages, damages and other discrepancies. 

Store stock and equipment and maintain inventory and purchase order records; wrap, pack and prepare books, supplies and materials for shipping according to established procedures.

Operate a computer terminal to maintain inventory and purchase order records; calculate pricing; generate charge backs, barcodes and type packing slips and mailing labels.

Store items on bookstore shelves; maintain appropriate stock levels; maintain storeroom in clean and orderly condition.

Communicate with shipping representative and beverage suppliers to receive and provide information related to warehouse stock and delivery schedules.

Operate a variety of machines and equipment including pricing machine, freight scale, typewriter and computer terminal.

Assist in other bookstore activities as needed; assist students in locating textbooks and supplies; operate a cash register and make change; assist in the preparation of merchandise displays; open and close store for evening hours as assigned.

Train and assist hourly bookstore staff related to safe lifting techniques, loading and unloading and other bookstore policies and procedures as directed.

Pick up and load recyclable materials into dumpsters; drive a dump truck to recycling centers as assigned.

Assist with semester and annual inventory as assigned.

Perform related duties as assigned.

Established March 1998
BOOKSTORE STOCK ASSISTANT (continued)

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Use of purchase orders
Principles and methods of inventory control
Record-keeping techniques
Oral and written communications skills
Basic bookstore operations methods and procedures

ABILITY TO:

Maintain a variety of records
Make arithmetic calculations quickly and accurately
Communicate effectively both orally and in writing
Assist in inventory control
Operate a variety of machines and equipment including pricing machine, freight scale, typewriter
and computer terminal

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and one year experience in receiving,
storing and issuing stock.

WORKING CONDITIONS:

ENVIRONMENT:

Bookstore stock room environment

PHYSICAL ABILITIES:

Lifting heavy objects
Standing for extended periods of time
Seeing to verify accuracy of goods received against purchase orders
Hearing and speaking to exchange information
Dexterity of hands and fingers to operate a computer terminal and warehouse equipment
Bending at the waist
Reaching overhead, above the shoulders and horizontally
Kneeling or crouching
Climbing ladders to shelve items