VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

CLASS TITLE: BOOKSTORE CASHIER

BASIC FUNCTION:

Under the direction of the College Bookstore/Business Manager, perform cashier duties and assist patrons by providing information and assistance for a college bookstore; assist students and staff in locating textbooks and supplies.

REPRESENTATIVE DUTIES:

Set up and operate cash register; make change; receive monies from students for fines or fees; process refunds and exchanges. E

Endorse checks and receive credit card authorization; process rehabilitation, scholarship and other account sheets; record corrections of customer purchases on void slips. E

Close register; count monies; prepare daily cash report; deposit cash in safe. E

Assist in other bookstore activities as needed; assist students and staff in locating textbooks and supplies; assist in the preparation of merchandise displays; assist in yearly stock inventory. E

Maintain and order supply items according to established guidelines and procedures; receive, price and shelve bookstore supplies. E

Operate a variety of machines and equipment including credit card authorization machine, typewriter, computer terminal, telephone and calculator. E

Train and provide work direction to student and temporary cashiers.

Assist with a variety of special sales; assist staff in departmental charges for materials. E

Assure clean and safe bookstore condition; dust shelves and vacuum floors as assigned.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Cashiering procedures and techniques
Basic record-keeping techniques
Interpersonal skills using tact, patience and courtesy
Oral and written communications skills

Established March 1998
BOOKSTORE CASHIER (continued)

ABILITY TO:

Operate a cash register and make change accurately and completely
Assist students and staff regarding bookstore merchandise operations
Train and provide work direction to others
Understand and follow oral and written directions
Establish and maintain cooperative and effective working relationships with others
Communicate effectively both orally and in writing
Maintain simple records

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and one year retail and cashiering experience.

WORKING CONDITIONS:

ENVIRONMENT:

College bookstore environment

PHYSICAL ABILITIES:

Climbing step stools and ladders
Standing for extended periods of time
Reaching overhead and above shoulders to shelve and retrieve books
Bending at the waist
Kneeling and crouching
Dexterity of hands and fingers to operate a cash register
Seeing to read small print and prices
Hearing and speaking to exchange information
Lifting moderately heavy items