

Colorado Mountain College Position Description

Title: Campus Store Clerk, Part-time Maximum 28 hours per week
FLSA Classification: Non-Exempt (Hourly)
Hiring Rate: \$16.07 per hour

Primary Responsibility

Under the supervision of the Campus Store Manager or assignee. The Campus Store Clerk assists in the daily operations and goals of the Campus store, including providing excellent customer service, point of sale operations, handling cash, & merchandising. The Campus Store Clerk supports the textbook distribution and returns, CMC Learning Materials Program. The CMC work week is Friday through Saturday.

Pre-requisites for Position (Qualifications Standards)

Education and experience sufficient for the rigors of the position. Examples may include: High School Degree/GED, plus 1 year of related experience, or equivalent education and experience. Or equivalent education and experience that will provide the necessary knowledge, skill and abilities to perform the functions of the position.

Special Skills or abilities directly applicable to the position: Knowledge of basic retail practices. Ability to follow verbal and written directions. Working knowledge of campus store sales procedure and practices. Ability to handle money responsibility. Ability to follow directions, read or copy information correctly. Ability to perform basic mathematic calculation. A working knowledge of the procedures and practices used in registering and handling cash receipts. Familiarity with the inventory process.

Ability to record campus store transactions. Knowledge of proper lifting techniques. Ability to adjust working hours to include evenings and/or weekends. Ability to demonstrate safe work habits and safe use of equipment. Excellent customer service and communication skills. Must possess strong verbal, written, negotiating & interpersonal skills; knowledge and use general office equipment and procedures such as computer, calculator, and Point of Sale system.

Welcoming. Innovative. Focused on Student Success. These principles reflect the soul of CMC. They guide us in building our teams, cultivating leaders, and expanding our approaches and mindset. They guide us to be an institution of higher education that's the right fit for every faculty member, staff, student, and community member in its trust. Applicants must demonstrate a commitment to working effectively with students, employees, and community members of all backgrounds.

Bilingual (English/Spanish) or conversational language abilities preferred.

Essential Duties

1. Supports the textbook distribution and returns, CMC Learning Materials Program, answer questions during the distribution and return times of LMP
2. Assist customers with purchases, and handout textbooks.
3. Receive and remove textbooks and other merchandise from shipping cartons and return textbooks and merchandise as required, maintaining daily records of items received and returned.
4. Sell merchandise, collecting, processing, and/or disbursing cash, checks, and credit card charges as assigned.
5. Prepare displays of merchandise and assist with relocation of stock when needed, price and shelve merchandise,
6. Assist in maintaining campus store stock inventory control records, providing a list of low stock items for reorder and items in need of elimination.
7. Respond to or direct telephone and walk-in inquiries as appropriate, and provide information concerning stock availability and other campus store activities to employees and students.
8. Duplicate materials and assist with routine clerical duties such as processing incoming and outgoing mail and deliveries as requested.
9. Assist with physical inventories, preparation of booklists, and buyback of used textbooks from students on a periodic basis.
10. Perform routine closing procedure; counting cash drawer, shutting down computer system and cash registers.
11. Opens or closes the campus store in accordance with detailed procedures.
12. Perform assigned responsibilities, duties, and tasks according to established practices, procedures, techniques, and standards in a safe and efficient manner and with minimal supervision.
13. Adjustment of hours involving evening and/or weekend work may be required.
14. Periodically clean retail fixtures to assure professional image of campus store.
15. Perform other related duties and responsibilities as may be assigned.
16. Maintain good working relationship with students, faculty & general public
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24. Adjustment of hours involving evening and/or weekend work may be required.
25. Periodically clean retail fixtures to assure professional image of campus store.
26. Perform other related duties and responsibilities as may be assigned.
27. Maintain good working relationship with students, faculty & general public.

Supervision Received

This position is under the supervision of the Campus Store Manager or assignee.

Supervisory Responsibility

This position has no supervisory responsibility.

Special Conditions of Employment

Successful completion of a background check will be required. Incumbents in this position will adhere to all safety and compliance policies of Colorado Mountain College while performing all duties assigned.

Working Conditions

This position requires constant sitting, occasional walking, standing and driving; occasional handling objects, pushing/pulling; frequent reaching with hands/arms, and use of finger movements; occasional lifting, carrying, pushing or pulling objects up to 50 lbs.; ordinary talking, hearing and full vision capabilities; and the ability to read/comprehend. Write, communicate orally, and reason and analyze constantly; and perform calculations occasionally. Work is performed using a computer and standard office equipment daily, and driving a vehicle occasionally.

HR Reference Information:	
Position group and code:	82800
Date of review:	<i>format updated 7012022</i>

NOTE: This position description is intended to indicate the basic nature of positions allocated to this class and provide examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned. Employee may perform other related duties as required to meet the ongoing needs of the organization.

