

# **CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT**

## **BOOKSTORE CASHIER**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

### **SUMMARY DESCRIPTION**

Under general supervision, perform a variety of cashiering duties and provide clerical support services for the Chabot College bookstore.

### **REPRESENTATIVE DUTIES**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

1. Serve as cashier at the Chabot College bookstore; operate cash register; receive cash; give change.
2. Make refunds and adjustments.
3. Assist in preparation of daily cash reports.
4. Assist in balancing cash register receipts against reports.
5. Stock merchandise in sales area.
6. Participate in the counting of an accurate inventory and inventory reconciliation.
7. Assist with special events and bookstore displays.
8. Maintain required cleanliness and orderliness of the bookstore area.
9. Supervise student assistants.
10. Set up and install point of sale terminals as necessary; trouble shoot point of sale terminals.
11. Provide customer service; answer phones; direct guests, students, and vendors to appropriate destinations; answer customer questions at the service counter and over the telephone.
12. May order store supplies and other retail inventory items.
13. Perform related duties as required.

### **MINIMUM QUALIFICATIONS**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

#### **Knowledge of:**

1. Basic principles of financial record keeping.
2. Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
3. Retail merchandising techniques and practices.

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**Ability to:**

1. Perform mathematical calculations with speed and accuracy.
2. Prepare daily cash reports.
3. Operate a cash register.
4. Communicate clearly and concisely, both orally and in writing.
5. Establish and maintain effective working relationships with those contacted in the course of work.
6. Work with and exhibit sensitivity to and understanding of the varied racial, ethnic, cultural, sexual orientation, academic, socio-economic, and disabled populations of community college students.

**Minimum Education & Experience** - *Any combination of the following would provide a typical way to obtain the required knowledge and abilities.*

**Education/Training:**

Equivalent to the completion of the twelfth grade. Additional specialized training in business or a related field is desirable.

**Experience:**

Six months of clerical experience with responsibilities for handling cash and keeping financial records.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Environment:** Work is performed primarily in a retail bookstore setting.

**Physical:** Primary functions require sufficient physical ability and mobility to work in a retail setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

9/3/89

Adopted by Board of Trustees on October 20, 2015

Effective: October 21, 2015

Job Family: Bookstore