

CLOVIS UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

Position:	Clerk, Student Store	FLSA:	Non-Exempt
Department/Site:	Student Store	Salary Grade:	01
Reports to/Evaluated by:	Foundation Finance Director & Principal	Salary Schedule:	Classified

SUMMARY

Under the direction of the school’s Foundation Finance Director and site principal, the student store clerk is responsible for purchasing, stocking, and selling school related items as requested. This position works with the Foundation board of directors, parents, students, and staff; and assists the Foundation Finance Director as directed.

NATURE AND SCOPE

The work performed by the Student Store Clerk requires flexibility and accommodation while working with the school Foundation and site administration in meeting the needs and goals of the school organization and various student body programs. This position is responsible for carrying out routine clerical skills such as filing, typing, word processing, balancing a cash register, and maintaining a daily log of store sales, as well as using computer software programs such as Word and Excel. Additional skills required include the ability to embroider and imprint on T-shirts and other school apparel. Maintaining order and cleanliness in the student store is required. This position is responsible for seeking out and coordinating volunteers on a continuous basis for the purpose of assisting with the functions of the student store. Knowledge of, and adherence to, school and district policies is required. In the absence of the Foundation Finance Director, this position will assist with the duties and business required of the Director.

DISTINGUISHING CHARACTERISTICS

The incumbent in this position must demonstrate a knowledge and understanding of basic business practices (including stocks and sales), customer satisfaction, and fund-raising activities. An attention to detail and a customer-oriented demeanor are required at all times.

ESSENTIAL TYPES OF DUTIES (Examples)

- Orders products for spirit wear, gifts, etc. and computes selling price with profit.
- Keeps production of embroidery orders at a pace that will complete orders on time.
- Prices, organizes and keeps the store in a manner that is appealing to promote sales.
- Runs cash register accurately, entering the correct department, so sales tax-liability can be computed.
- Processes special orders and follows through with customer satisfaction.

- Lifts boxes and moves them to storage areas.
- Demonstrates a pleasant nature to students, staff and parents.

QUALIFICATIONS

Knowledge and Skills: Requires working knowledge of basic bookkeeping, filing, typing, ten-key adding machine. Must be skilled in basic computer usage and general office principles. Requires knowledge of cash register usage and familiarity with banking procedures.

Abilities: Requires the ability to count money and make correct change. Must be able to work and communicate with the public, the principal, board of directors, parents, students and staff with courtesy.

Physical Abilities: Requires lifting of boxes (under 50 lbs.). Requires visual acuity to read numbers, letters, and hand-eye coordination sufficient to carrying out duties. Requires speaking and hearing ability sufficient to hear over phone and carry on routine conversations.

Education and Experience: High School diploma or equivalent required. Exposure to marketing and sales is useful.