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| FEATHER RIVER  COMMUNITY COLLEGE DISTRICT  570 Golden Eagle Ave., Quincy CA 95971  (530) 283-0202, ext. 257  www.frc.edu |

**BOOKSTORE ASSISTANT**

**DEFINITION:**

Under general supervision, to serve as cashier, maintain stock levels, maintain files and records, and provide related assistance in the operation of the bookstore; and to perform related duties as assigned.

**CLASSIFICATION:**

* FLSA Non-exempt
* Classified – CSEA
* Date Modified: August 2011

**ESSENTIAL DUTIES:** The following duties are typical of those performed by employees in this job title; however, employees may perform other related duties, and not all duties listed are necessarily performed by each employee in the job title.

* Staffs service counter and operates cash registers to sell books and merchan­dise, compute tax, total due, and change, receive payments and make change, and process refunds; assists with end of semester "buy back" program
* Provides information, explains and enforces bookstore policies, assists students in identifying textbooks and materials for specific classes, and pulls requested books
* Receives, signs for, and verifies quantities and order numbers for incoming stock shipments
* Assists in monitoring stock levels of texts and merchandise; participates in annual inventory to count and record all stock; labels stock for storage and maintains index of stored materials
* Unpacks texts onto shelves or into storage; packs and ships texts for returns to publishers
* Prepares merchandise displays and rotates stock
* Provides UPS and postal station services including processing and accepting registered and certified mail, preparing money orders, calculating postage, selling stamps, processing mail forwarding and holds, shipping materials, and renting post office boxes
* Prepares and maintains a variety of records and files such as purchase orders and returns
* Locates books in publishers catalogues; prepares and processes special book orders

Other duties:

* Assists the manager with evaluation and selection of merchandise
* Performs limited custodial tasks to maintain bookstore such as sweeping, vacuuming, dusting, and emptying trash
* May assign work to and train student workers

**MINIMUM QUALIFICATIONS:**

Education:

* Completion of high school

Knowledge of:

* Business arithmetic including computing percentages and decimals
* Basic financial recordkeeping
* Standard office procedures including filing methods

Skill in:

* Operating a variety of retail, office and postal equipment including microfiche, cash register, calculator, scales money order imprinter
* Computing totals, tax and change
* Explaining policies and procedures, and working tactfully and effectively with those encountered in the course of the work
* Exercising independent judgment within established guidelines
* Working independently and prioritizing work

Other Requirements:

* This job requires some evening shifts working alone

**DESIRABLE QUALIFICATIONS:** A combination of education and experience equivalent to:

* Some retail experience, preferably in a bookstore setting
* Community college experience is preferred

**PHYSICAL CHARACTERISTICS**: The physical abilities involved in the performance of essential duties are:

* Physical strength and mobility to lift, carry, stoop, reach and climb to pack, unpack, sort, shelve, and pull books and merchandise
* Manual dexterity to operate cash register and other bookstore equipment
* Speech and hearing to communicate effectively with customers, vendors and delivery in person and by phone
* Vision sufficient to read fine text, and equipment readouts and dials

This work is performed primarily indoors in the college bookstore.