

WALNUT VALLEY UNIFIED SCHOOL DISTRICT

JOB TITLE: STUDENT STORE CLERK

BASIC FUNCTION

Under the direction of the Assistant Principal or designee to be responsible for the performance of specialized clerical work in the daily operation of the student store and related work as required. Incumbents in this classification provide service in a student store, related to receiving and distributing merchandise and food products, and training student assistants, which directly supports learning.

ESSENTIAL JOB FUNCTIONS

- Receives and distributes merchandise under established guidelines
- Maintains detailed records on sales; prepares and delivers deposits Prepares and maintains, clothing inventories, and food inventories
- Actively participates with the USB Activity Director in determining the amount of merchandise and food to be ordered for the store and other events
- Works closely with supervisors on student management problems, shortages of cash and merchandise
- Receives and processes deliveries
- Oversees the circulation of merchandise and food inventories based on expiration dates
- Assists in training after-school paid student assistants in retail service and money handling
- Performs a variety of general clerical duties and store maintenance issues, associated with USB as deemed necessary
- Assists with student payroll and work schedules
- Collects and receipts funds
- May administer routine First Aid, and contact appropriate person and agency in event of serious illness or injury
- Performs other duties related to the class as assigned

JOB REQUIREMENTS – QUALIFICATIONS**Skills, Knowledge and/or Abilities Required:**Skill to:

- Make mathematical calculations with speed and accuracy
- Perform simple bookkeeping, and generate reports and related summaries

Knowledge of:

- Modern office methods and equipment, including the preparation of business correspondence and filing
- English usage, spelling, grammar and punctuation
- Rules, regulations, laws and policies concerning minors and business operations
- Basic first aid methods, procedures and techniques
- Inventory control

Ability to:

- Operate a computer, format and print documents
- Direct and train student assistants
- Maintain accurate files and records

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- Suggest procedural improvements to supervisors as appropriate
- Perform specialized clerical work independently
- Compile and maintain accurate inventories and reports
- Understand and carry out oral and written instructions
- Communicate effectively both orally and in writing
- Adapt easily to work assignments, additional priorities and new procedures
- Maintain high level of professionalism while keeping the needs of customers a top priority
- Work courteously and cooperatively with co-workers, students, parents and the public
- Promote team building and a positive work environment

PHYSICAL DEMANDS

Persons performing service in this position classification will be expected to perform medium work, which involves lifting no more than 50 pounds at a time occasionally, and frequently lifting or carrying objects weighing up to 25 pounds. The work may occasionally involve ascending stairs and ramps and involve sitting for extended periods of time. If someone can do medium work, we determine that he or she can also do sedentary and light work. (*Per the Code of Federal Regulations – Section 404.1567 “Physical Exertion Requirements”*)

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

EXPERIENCE AND EDUCATION REQUIREMENT

Experience:

Six (6) months to one (1) year of varied retail clerical experience.

Education:

Equivalent to the completion of High School.

LICENSE AND/OR CERTIFICATE REQUIREMENT

- Possess and maintain a valid First Aid certificate