BOOKSTORE ASSOCIATE (PART-TIME)

Application deadline: Wednesday, March 2, 2016  4:00 pm

POSITION DESCRIPTION
Under general supervision, the Bookstore Associate is responsible for providing customer service within the Bookstore locations. Perform various services utilizing computerized textbook management and general merchandise software; stock and price merchandise; operate computerized point of sale cash register; assist in refunds, deposits, and clerical duties as needed.

Although this assignment is initially at the Rancho Cucamonga Campus Panther Express, assignment to the Chino or Fontana campus Bookstore locations may be possible per contract and operational needs.

RESPONSIBILITIES INCLUDE
Duties may include, but are not limited to:
- Provide exceptional customer service which may include identifying and assessing customer needs to achieve satisfaction.
- Assist customers in locating merchandise throughout the store.
- Work closely with buyers and managers to replenish out of stock items.
- Perform tasks such as changing shelf tags, posting shelf talkers, stocking and pricing merchandise, and counting inventory.
- Operate a computerized point of sale cash register and signature capture charge equipment.
- Assist in making deposits, filing, performing clerical duties, and answering phones.
- Operate refund cash register and process merchandise accordingly.
- Perform other duties as assigned.

DISTRICT QUALIFICATIONS
- Any combination of education, and experience that provides the required knowledge, skills, and abilities including operating a computerized cash register and look up merchandise on a computerized point of sale system.
- Knowledge of current practices and procedures in retail business, customer service, computerized inventory, and point of sale control system.
- Knowledge of computer and windows based office software applications.
- Ability to operate computerized cash register.
- Ability to look up textbooks and merchandise on computerized management system.
- Ability to count inventory accurately.
- Communicate effectively with a wide variety of people and to establish and maintain cooperative working relationships with persons contacted in the course of performing assigned duties.
- Clear evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of a community college environment.

MEETING MINIMUM QUALIFICATIONS DOES NOT ASSURE THE CANDIDATE OF AN INTERVIEW. Applications will be evaluated taking into account the breadth and depth of relevant education, experience, skills, knowledge, and abilities.

DESIRABLE QUALIFICATION
- Experience in a college bookstore book department.

APPLICATION PROCESS
Applications must be filled out completely and in detail. The application package must include a District application and a resume. Please do not include any additional documents not required in this section.

SPECIAL CONDITIONS
Working Hours: Wednesday/Thursday 11:30am – 2:30pm; Friday 7:15am – 3:45pm; Saturday 8:15am – 1:45pm.

CONDITIONS OF EMPLOYMENT
This is a part-time (19 hours per week), 12-month, classified bargaining unit position. Starting date: as soon as possible. Range 3 of the CSEA Salary Schedule, with a starting salary of Step A, $1,181.80/month; progresses over time to $1,663.45/month.

Chaffey Community College District is committed to equal employment opportunity.