SHORT-TERM TEMPORARY HOURLY POSITION

Location: Bookstore (Rancho), Chino Campus Store, Fontana Campus Store, Panther Express (Rancho)

Start Date: ASAP

Hourly Rate: $9.00 - $10.75 depending on experience

Working Hours: Seasonal coverage during the months of January/February and/or August/September. Available shifts will be 7:15am – 3:45pm Monday through Friday, or 12:00pm – 8:30pm Monday through Thursday, and the first Saturday of each semester; approximately 30-40 hours per week based on operational needs.

DUTIES MAY INCLUDE:

• Operates a cash register or similar Point of Sales system to process in person and on-line transactions.
• Provides for an overall clean, friendly, and welcome environment for all visitors.
• Sorts and distributes mail; answers phones; assists customers in finding merchandise; greets visitors.
• Uses a variety of office equipment including desktop computer, laptop, tablet, printer, document imager, calculator, and copy machines.
• Prepares coffee, restocks goods, and complies with SB County Health Department guidelines.
• Helps merchandise spirit items on in-store displays.
• Helps transport goods between store locations by hand or with the use of a dolly, cart, or vehicle.
• Organizes, sorts, counts, and stocks store goods.
• Assists in the preparation of various departmental forms.
• Assists in the data entry, filing, and general organization.
• Maintains files needed for back-up and/or in accordance with operational requirements.

SKILLS REQUIRED:

• Ability to accurately count cash and operate a cash register.
• Ability to consistently display superior customer service in all situations.
• Proficient working knowledge of various software packages including Microsoft Word and Excel.
• Ability to prioritize workload; and perform clerical tasks within defined deadlines.
• Ability to use initiative and judgment in working independently while recognizing matters that should be referred to supervisor.
• Ability to communicate effectively orally and in writing, and to establish and maintain cooperative working relationships with staff, administrators, faculty, students, and others contacted in the course of performing assigned duties.

APPLICATION PROCESS:

Applicants must complete a District Application and include a resume outlining qualifications and/or experience. Applications packets must be submitted to the Office of Human Resources located at 5885 Haven Avenue, Rancho Cucamonga, CA 91737. Applications may be obtained by visiting the employment page of the College website: www.chaffey.edu. For additional information, please contact the Office of Human Resources (909) 652-6528.

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www.chaffey.edu