**Job Summary:**
Performs varied clerical tasks to support the receivables function of the Bookstore. Responsibilities include daily cash settlement, book buy-backs and maintenance of the controller computer and point-of-sale cash register.

**Essential Duties and Responsibilities:**
The following listing of essential job duties indicates the general nature and level of work required in this job. This is not designed to be a comprehensive listing of all the activities, duties, or responsibilities that may be required in this job. Individuals assigned to this job may be asked to perform other duties as required. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities of the job.

Applicants may be asked to demonstrate any or all of the following duties:

1. Checks and balances cash and negotiable instruments against daily receipt report.
3. Completes various reports including daily transaction reports, refund reports, buy-back checks, and other documentation for Bookstore receipts.
4. Receives, opens, and distributes mail.
5. Assists in Bookstore inventory.
6. Assists in preparing work schedules and coordinates with temporary agencies for cashier support staff.
7. Operates point of sales cash register as needed. Accepts payment by cash, check, or credit card. Makes change, cashes checks, and issues receipts or tickets to customers.
8. Maintains Bookstore change fund.
9. Assists in training temporary staff.
10. Assists in buying and receiving general merchandise.
**Job Qualifications:**
The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Education/Experience:**
  High school diploma or general education degree (GED) and one year’s related experience and/or training; or equivalent combination of education and experience.

- **Supervisory Experience:**
  One or more years’ experience as a “lead” employee, with responsibility for scheduling and assigning work, training new employees, and assisting others with problems, is required.

- **Language Ability:**
  Ability to read and understand basic instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, client, and other employees of the Institution.

- **Math Ability:**
  Ability to add, subtract, multiply, and divide using whole numbers, common fractions, and decimals. Ability to perform calculations on standard measures of American currency and weight, volume, and distance. Ability to calculate discounts.

- **Reasoning Ability:**
  Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram/chart form. Ability to deal with problems involving several concrete changes in standardized situations.

- **Computer Skills:**
  To perform this job successfully, an individual should have a basic knowledge of word processing, spreadsheet, and Textbook Management System software. Within three months of hire must be able to use College e-mail, Internet and other College required software.

- **Certificates and Licenses:**
  No certifications needed.

**Responsibility for People and Property:**
Responsible for all Bookstore receipts from sales, publishers and buy-backs.

Performs responsibilities of “lead” employee, with responsibility for scheduling and training.

**Responsibility for Communication:**
- **Internal Contacts**
  This position has routine contact with State College of Florida, Manatee-Sarasota faculty, business office staff and students.

- **External Contacts**
  This position has frequent contact with vendors and bank personnel.
**Work Environment:**
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work environment is inside a climate controlled building.

The noise level in the work environment is usually moderate.

**Physical Demands:**
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use manual dexterity, and talk or hear. The employee is frequently required to walk and sit. The employee is occasionally required to stand, reach with hands and arms, climb or balance and stoop, kneel, crouch, or crawl. The employee must regularly lift and /or move up to 10 pounds and occasionally lift and/or move up to 25 pounds.

Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.

**General Performance Standards and Expectations:**
In addition to satisfactory performance on all of the essential job duties and responsibilities for this job, all State College of Florida, Manatee-Sarasota employees must fulfill the following basic performance expectations:

1. Mission and goals: Each State College of Florida, Manatee-Sarasota employee is expected to know the College’s mission and goals.

2. Customer Service: All State College of Florida, Manatee-Sarasota employees will strive to provide outstanding customer service to everyone they serve including students, the community, and fellow employees.

3. Grooming and Appearance: State College of Florida, Manatee-Sarasota employees are expected to maintain a neat and professional image at all times. When issued, College personnel must wear uniforms, and maintain a neat, clean, and well-groomed appearance.

4. Safety Awareness: State College of Florida, Manatee-Sarasota employees are expected to work diligently to maintain safe and healthful working conditions, and to adhere to proper operating practices and procedures designed to prevent injuries. Employees are required to wear personal protective equipment as provided.

5. Attendance Standards: State College of Florida, Manatee-Sarasota employees are expected to attend their work assignments and schedules at all times, in accordance with College Rules and Procedures.

6. Training: State College of Florida, Manatee-Sarasota employees are expected to attend College-provided training sessions and meetings when deemed necessary.
7. Continuous Improvement: State College of Florida, Manatee-Sarasota employees are expected to give attention to continuous assessment and improvement of the position’s assigned set of duties and responsibilities.

**Approvals:**
This job description has been reviewed and approved by the leaders whose signatures appear below.

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<tr>
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