Job Title: Bookstore Cashier
Reports to: Bookstore Manager
FLSA Status: Non-Exempt
Level: 113
Position Class: C9984

Job Summary:
Performs cashiering duties and assists patrons by providing information and assistance for the College Bookstore.

NOTE: Job descriptions and essential functions are subject to change due to advances in technology, utilization of workforce, and other factors which may impact the College’s need to modify position requirements.

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. Operates point of sale cash register. Accepts payment by cash, check or credit card. Makes change, cashes checks, and issues receipts to customers.

2. Assists customer in locating books and supplies.

3. Assists in preparation of merchandise for display and prepares textbook layout and sets up shelves each semester.

4. Enters data into Textbook Management System.

5. Quotes price and describes features of items for which money is received.

6. Gives cash refunds or issues credit memorandums to customers for returned merchandise.

7. Assists with Bookstore inventory.

8. Assists in training temporary staff.

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:**
  This job has no supervisory responsibilities.

• **Language Ability:**
  Ability to read and understand basic instruction, short correspondences, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

• **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.

• **Reasoning Ability:**
  Ability to apply common sense understanding to carry out detailed written or oral instructions. Ability to deal with problems involving a few changes in common situations.

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

• **Certificates and Licenses**
  No certifications needed

**Responsibility for People and Property:**
None

**Responsibility for Communication:**

• **Internal Contacts**
  This position has routine contact with State College of Florida, Manatee-Sarasota staff and students.

• **External Contacts**
  None.

**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 control 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 stand, use manual dexterity and talk or hear. The employee is frequently required to walk and reach with hands and arms. The employee is occasionally required to sit and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 10 pounds, frequently 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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