State College of Florida, Manatee-Sarasota
Job Description

Job Title: Bookstore Operator
Reports to: Bookstore Manager
FLSA Status: Non-exempt
Level: 114
Position Class: C9985

Job Summary:
Performs all work necessary to open, close and operate a college bookstore retail operation.

NOTE: Job descriptions and essential functions are subject to change due to advances in technology, utilization of work force, 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. Opens, closes, and coordinates operations of Venice Campus Bookstore.
2. Enters data into Textbook Management System.
3. Operates point of sale cash register. Accepts payment by cash, check or credit card. Makes change, cashes checks, and issues receipts to customers.
4. Completes daily transaction reports.
5. Schedules, trains, and supervises part-time personnel.
6. Receives, processes, and accounts for shipments from Bradenton Campus. Maintains contact with customers and outside vendors.
7. Takes Bookstore inventory.
8. Gives cash refunds or issues credit memorandums to customers for returned merchandise and buys back books from students.
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 three or more years of related experience.

- **Supervisory Experience:**
  One to two years of direct supervisory experience, including responsibility for hiring, firing, performance management, training and coaching is required.

- **Language Ability:**
  Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of 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 instructions furnished in written, oral, or diagram/chart form. Ability to deal with a variety of concrete variable in situations where only limited standardized situations.

- **Computer Skills:**
  To perform this job successfully, an individual should have knowledge of AS400 Textbook Management system; basic word processing, accounting, internet and spreadsheet software. Within three months of hire must be able to use college e-mail, current college database systems, and other college required software.

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

Responsibility for People and Property:
Cash from Bookstore sales. Provides supervision of part-time temporary staff.

Responsibility for Communication:

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

- **External Contacts:**
  This position has occasional contact with the general public.
**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 use manual dexterity and to talk or hear. The employee is frequently required to stand, walk, and reach with hands and arms. The employee is occasionally required to sit and climb or balance. The employee must 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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<tr>
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<td>Preparing Manager</td>
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