

## **ELK GROVE UNIFIED SCHOOL DISTRICT**

### **CLASS TITLE: STUDENT STORE TECHNICIAN**

#### **BASIC FUNCTION:**

Under the direction of an assigned supervisor, perform and oversee the operation of retail sales in an assigned Student Store or Activities Center, including merchandising, advertising, purchasing and inventory procedures; prepare, maintain and monitor financial records and reports.

#### **ESSENTIAL FUNCTIONS:**

Perform and oversee the operation of retail sales in the Student Store or Activities Center, including merchandising, advertising, purchasing and inventory procedures; order, sell and maintain inventory of various items, including supplies, materials, snacks, clothes, tickets and others.

Operate a cash register, calculator, typewriter, copier, and a computer and assigned software; perform minor repairs to equipment as necessary.

Prepare, maintain and monitor financial records and reports related to assigned activities; reconcile cash register receipts and profit and loss statements and maintain related records; remain current regarding tax laws and prepare tax reports according to established timelines.

Perform a variety of accounting related activities, including preparing bank deposits, daily receipts; prepare purchase orders and checks as assigned; assure change is available and safe is properly stocked.

Perform purchasing and inventory control activities for store merchandise according to established procedures and guidelines; receive and process store inventory according to established procedures; stock store shelves.

Monitor student behavior in the store; enforce appropriate discipline procedures as necessary.

Communicate with District personnel and staff, outside organizations and various vendors to receive requests, order supplies, resolve issues or concerns, and exchange information.

Provide clerical support to assigned school site personnel; type a variety of lists, reports and other materials; maintain records, files and calendars; assure student activities are in compliance with the no-activities list.

Prepare a variety of advertising materials for the Student Store including notices and flyers; organize and prepare displays, decorations and bulletin boards; maintain the Student Store in a neat, sanitary and orderly condition.

Assist with Student Body fund raising, distributions, collection and recording; distribute tickets for various campus events.

Drive a vehicle to pick up supplies and equipment as needed.

Train and provide work direction and guidance to student assistants; provide input for student grading as requested.

Perform related duties as assigned.

**DEMONSTRATED KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

General operations of a student store.

Record-keeping techniques.

Modern office practices, procedures and equipment.

Interpersonal skills using tact, patience and courtesy.

Oral and written communication skills.

Mathematical computations.

Operate a computer and assigned software.

**ABILITY TO:**

Perform and oversee the operation of retail sales including merchandising, purchasing and inventory procedures.

Learn and apply bookkeeping and financial record-keeping practices to the maintenance of assigned accounting records.

Learn methods of training and providing work direction.

Compare numbers and detect errors efficiently.

Make mathematical computations with speed and accuracy.

Utilize space efficiently and effectively.

Maintain appropriate inventory levels of supplies and materials.

Operate a variety of office equipment including a computer and assigned software.

Establish and maintain cooperative and effective working relationships with others.

Communicate effectively both orally and in writing.

Work independently with little direction.

Type at a minimum of 35 words per minute from clear copy.

Complete work with many interruptions.

Maintain records and prepare routine reports.

Maintain consistent, punctual and regular attendance.

Move hands and fingers to operate a computer keyboard.

Hear and speak to exchange information.

Stand for extended periods of time.

See to read a variety of materials.

Bend at the waist, kneel or crouch to shelve and retrieve items.

Reach overhead, above the shoulders and horizontally to shelve and retrieve items.

**EDUCATION AND EXPERIENCE REQUIRED:**

Any combination equivalent to: graduation from high school and two years retail sales or clerical record-keeping experience.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California Class C driver's license.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Student store environment.

Constant interruptions.

Evening or variable hours.

May be required to drive as needed.