

BOOKSTORE STOREKEEPER

CLASS SUMMARY

Under general supervision – performs a variety of receiving and stockroom activities in the bookstore performs clerical, phone and correspondence duties; performs related duties and responsibilities as required.

REPRESENTATIVE DUTIES

Receives, prices, stocks and stores incoming textbooks and supplies; maintains current files of catalogs and price lists of manufacturers, vendors, and distributors; packs and unpacks books and supplies; stocks shelves; arranges supply and book displays; keeps stockroom and bookstore clean and orderly; maintains a variety of records; compiles information for inventory control records; counts and balances cash registers, sets up registers at registration; picks up materials and transports money; supervises the work of temporary and student helpers in receiving, marking, stocking and arranging books, and other bookstore merchandise; confers with sales representatives and goes to supplier's showrooms to order a variety of regularly stocked materials, supplies, novelties and miscellaneous items; compares prices, discounts and delivery services of required class materials; maintains files and records; types orders correspondence lists and other materials; maintains running inventory of all supplies and materials in stock; makes returns, and follows up on errors or late shipments.

ORGANIZATIONAL RELATIONSHIPS

This position reports to the designated manager in Fiscal Services. It may direct or train part-time help during busy periods.

DESIRABLE QUALIFICATIONS GUIDE

Training and Experience

Any combination of training and/or experience equivalent to graduation from high school, and three years of varied experience in stock or clerical work preferably including some retail sales experience in a bookstore or office supply house.

Knowledge and Abilities

Good Knowledge of: filing; arithmetic calculations; records checking, purchasing terminology; maintaining schedules; general office procedure, terms and equipment; inventory control and procedures.

BOOKSTORE STOREKEEPER (continued)

Knowledge of: principles of public contact work and student supervision/training; organization of the College.

Ability to: learn and follow purchasing procedures; follow oral and written directions; make arithmetic computations rapidly and accurately; check records and stock needs; direct and train student clerks; check incoming materials and follow-up on problems; work effectively with instructors, student clerks and students; arrange displays and merchandise; lift, move, sort, and store objects of medium and occasionally heavy boxes weighing up to 70 pounds.

License: valid California Motor Vehicle Operator's License.