POSITION DESCRIPTION

TITLE: Student Store Assistant II
LOCATION: High School
REPORTS TO: Instructor/Principal
DEPARTMENT: Career & Technical Education/Secondary

SUMMARY STATEMENT:
Under the supervision of the marketing education instructor and building Principal, the Student Store Assistant II will assist in supervision of the student store to include: morning prep work, lunch sales, afternoon clean up, deposit activities, merchandising/display, inventory, student training, and tracking of student progress.

ESSENTIAL FUNCTIONS:
1. Communicate effectively with students, staff, and the general public.
2. Work with and supervise students in the student store during lunches and breaks.
3. Operate the computer.
4. Oversee the student store bookkeeping systems and train students in the system.
5. Generate financial statements and train students to generate financial statements.
6. Supervise training of students to demonstrate essential skills in customer service, conflict management, problem solving, and critical thinking.
7. Work with vendors in ordering and receiving merchandise sold in the student store and train students how to do ordering and receive merchandise.
8. Supervise the inventory of the student store as required by the District.
9. See that money is accounted for and daily deposits are made to ASB according to District policy.

OTHER RESPONSIBILITIES:
1. Perform other related duties as assigned.

PHYSICAL DEMANDS REQUIRED:
- Vision (66-100%)
- Speaking (66-100%)
- Hearing (66-100%)
- Standing (66-100%)
- Sitting (33-66%)
- Walking (66-100%)
- Bending/Stooping (33-66%)
- Acceptable Attendance (33-66%)
- Reaching (33-66%)
- Lifting Up to 50 lbs. individually (Up to 33%)
- Squatting (33-66%)
- Writing (33-66%)
- Use of hands/arms for repetitive motion (66-100%)

MENTAL DEMANDS REQUIRED:
- Reading Documents (66-100%)
- Verbal Communication (66-100%)
- Written Communication (33-66%)
- Multiple Concurrent Tasks (66-100%)
- Problem Solving (33-66%)
- Math (33-66%)
- Constant Interruptions (66-100%)
- Training (66-100%)
- Detailed Work (66-100%)
- Customer Contact (66-100%)

Percentages of requirements of physical and mental tasks are only an estimate. Reasonable accommodations for persons with a disability will be considered in order for them to perform the essential functions of the job.

(66-100%) = Continuously
(33-66%) = Frequently
(Up to 33%) = Occasionally
TOOLS AND EQUIPMENT NECESSARY:
PC, typewriter, telephone, copy machines, FAX machine, Point of Sale System, digital camera, scanner, laminator, and all other tools and equipment necessary to perform the essential functions as listed above.

MINIMUM QUALIFICATIONS:
(Testing may be required)
1. Light typing/keyboarding (30-50 wpm)
2. A minimum of two years of experience in retail sales, grocery sales, or a related field to include experience in Point of Sale systems, and inventory.
3. Background in bookkeeping preferred but not required.
4. Demonstrated ability to communicate effectively with students, staff, and the general public.
5. Demonstrated ability to work with, train, and supervise high school students.
6. Demonstrated ability to operate a computer, using a Windows environment, Microsoft Office applications, and QuickBooks for bookkeeping.
7. Willingness to learn new computer software.
8. Demonstrated ability to perform under constant interruptions.
9. Must possess organizational skills and the ability to follow through.
10. Must possess good math skills and attention to detail.
11. Demonstrated ability to handle multiple priorities at one time.
12. Demonstrated ability to operate the tools and equipment as listed in the tools and equipment area above.
13. Demonstrated ability to travel from location to location to accomplish tasks.
14. Demonstrated ability to establish and maintain positive relationships with others as part of a team.

189-190  Days Per Year (Includes Holidays)
Variable  Hrs. Per Day

| PSE: ________________________________ | Date: ____________________ |
| District: ___________________________ | Date: ____________________ |

Revised Date: 01/05/2006
Classification: Service Workers
Class: Class I
Display on Web? Yes

Student Store Assistant II