AUBURN
Human Resources

Coord II, Bookstore Cashiers

Job Description

JOB INFORMATION

Job Code	EF04B
Job Description Title	Coord II, Bookstore Cashiers
Pay Grade	SL04
Range Minimum	$34,210
33rd %	$38,780
Range Midpoint	$41,060
67th %	$43,340
Range Maximum	$47,900
Exemption Status	Non-Exempt
Approved Date:	7/26/2021 4:29:41 PM
Legacy Date Last Edited	6/2/2020

JOB FAMILY AND FUNCTION

Job Family:	Sales
Job Function:	Bookstore

JOB SUMMARY

Coordinates the student cashiers for the University Bookstore.

RESPONSIBILITIES

- Coordinates and trains the student cashiers on daily activities including (but not limited to) ordering merchandise and customer service.
- Oversees the sundries category. Ensures merchandise is fully stocked and properly displayed.
- Participates in the floor manager program.
- Enters sales invoices of merchandise into computer system.
- Coordinates the Bookstore's student scholarship program.
- Schedules all student workers at all bookstore locations ensuring that all shifts are covered.
- May be expected to open satellite retail store daily and on time. Secure store merchandise and restrict access to stockroom and safe.
- Assists in receiving and stocking of merchandise. Assists in transferring merchandise physically and via data entry within the POS system between main and satellite store location.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only to be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
High School Diploma or GED	High School Diploma or equivalent	and	4 years of	Experience in retail sales and cashiering	

Substitutions Allowed for Experience	Yes
Substitution allowed for Experience: When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of office rules, procedures and operations that require previous training and experience to perform.	And

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
None Required.				

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Other

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing				X		
Walking			X			
Sitting			X			
Lifting	X					
Climbing		X				
Stooping/ Kneeling/ Crouching		X				
Reaching		X				
Talking					X	
Hearing					X	
Repetitive Motions		X				
Eye/Hand/Foot Coordination		X				

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme cold		X			
Extreme heat		X			
Humidity		X			
Wet		X			
Noise		X			
Hazards		X			

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Temperature Change		X			
Atmospheric Conditions		X			
Vibration		X			

Vision Requirements:
Ability to see information in print and/or electronically.