



## POSITION ANNOUNCEMENT

### Clerk – Bookstore/Retail & Food Services

Applications are being accepted for the Bookstore/Retail & Food Services Clerk position. This position will be split between the Bookstore (approx. 75%) and Food Services (approx. 25%), however, may be 100% in either area based on department needs. In the bookstore, must keep inventory stocked and serve customers by entering sales, returns, and financial aid information. In food services, this position will serve customers, assist supervisor, and cook in all food service operations.

Normal Weekly Hours: 40 for 12 months per year. Work hours vary between 7:00 a.m. to 6:30 p.m. Monday through Thursday and 4:30 p.m. on Friday. Schedule will vary based on need of the departments. Hours/days will vary due to operational situations. Extended evening or weekend hours may be needed during peak times or special events.

#### DESIRED MINIMUM QUALIFICATIONS

##### *Education and Experience:*

- High school diploma or GED equivalent required, Associate's degree preferred.
- Previous experience with using a point of sale retail accounting system preferred.

##### *Necessary Knowledge, Skills, and Abilities:*

- Ability to operate equipment, general office machines, and computer hardware and software used in the bookstore and café.
- Follow directions and make decisions with minimal supervision.
- Ability to lift boxes up to 50 pounds.
- Interpersonal skills along with a customer service focus are an important part of this position.

In accordance with the School Support Personnel Agreement, this positions starting salary is \$23,316.80. A complete job description is attached.

Interested candidates should submit an application, cover letter, and updated resume in Word or PDF format, to [careers@northweststate.edu](mailto:careers@northweststate.edu) using subject line "Clerk–Bookstore/Food Service."

*For a complete listing of current Employment Opportunities, visit [www.northweststate.edu](http://www.northweststate.edu) and click on "Careers at NSCC."*

Office of Human Resources  
Northwest State Community College  
22600 State Route 34  
Arcbhold, OH 43502  
EOE M/F/D/V

In accordance with the Americans with Disabilities Act, it is the policy of Northwest State Community College to provide reasonable accommodations to persons with disabilities. When contacted for an interview, an applicant who requires special accommodations due to a disability should notify the Human Resources office at the time he/she is contacted so that proper arrangements can be made for the interview.

Posted: 3/19/2019



**POSITION TITLE:** Clerk - Bookstore/Retail & Food Services

**DEPARTMENT:** Bookstore/Food Services

**SUPERVISOR:** Manager – Bookstore

**GRADE LEVEL:** Support

Normal Weekly Hours: 40 for 12 months per year. Work hours vary between 7:00 a.m. to 6:30 p.m. Monday through Thursday and 4:30 p.m. on Friday. Schedule will vary based on need of the departments. Hours/days will vary due to operational situations. Extended evening or weekend hours may be needed during peak times or special events.

### **GENERAL PURPOSE**

This position will be split between the Bookstore (approx. 75%) and Food Services (approx. 25%), however, may be 100% in either area based on department needs. In the bookstore, must keep inventory stocked and serve customers by entering sales, returns, and financial aid information. In food services, this position will serve customers, assist supervisor, and cook in all food service operations.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Responsible for own cash drawer, within generally accepted accounting principles.
2. Complete all processes related to receiving/returns, stocking/displaying, selling, tagging, signing, inventorying, moving, and cleaning of all products and equipment in the bookstore.
3. Assist customers and vendors.
4. Short order cooking, frying, baking, and food prep.
5. Set-up, serving and clean up in café and for caterings.
6. Other similar duties as assigned.

### **QUALIFICATIONS**

#### *Education and Experience:*

- High school diploma or GED equivalent required, Associate's degree preferred.
- Previous experience with using a point of sale retail accounting system preferred.

#### *Necessary Knowledge, Skills, and Abilities:*

- Ability to operate equipment, general office machines, and computer hardware and software used in the bookstore and café.
- Follow directions and make decisions with minimal supervision.

- Ability to lift boxes up to 50 pounds.
- Interpersonal skills along with a customer service focus are an important part of this position.

### **SUPERVISION EXERCISED**

None

### **RESPONSIBILITY FOR PUBLIC CONTACT**

This position will have nearly continual contact with the public.

### **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.

### **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.