

SCHOOL DISTRICT OF SARASOTA COUNTY**JOB DESCRIPTION****BOOKSTORE OPERATOR, SUNCOAST TECHNICAL COLLEGE**

SALARY SCHEDULE: SSP8

COST CENTER: SUNCOAST TECHNICAL COLLEGE (0391)
SUNCOAST TECHNICAL COLLEGE – NORTH PORT

QUALIFICATIONS:

- High School Diploma or equivalent.
- Minimum of one (1) year experience in a role at a post-secondary campus bookstore or similar, related experience.
- Minimum score of seventy-five percent (75%) on Bookkeeping Test

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of the organization, operation, and goals of the Suncoast Technical College.
- Ability to keep records and files pertaining to bookstore sales and inventory, to assemble and organize bookstore electronic files related data and to prepare composite reports from such data.
- Superior oral and written communication skills.
- Effective use of business math. Knowledge and use of computer software, office equipment, office practices and procedures.
- Experience with QuickBooks, Point Of Sale highly preferred.
- Ability to absorb and apply knowledge of organizational rules, regulations, procedures and to deal with non-routine matters with a minimum of instruction.
- Strong cash management and sales reporting skills.
- Ability to perform end of day operations and prepare sales reports to accompany Monies Collected form. Ability to promote a harmonious atmosphere and smooth flow of business in the bookstore to maintain confidentiality and to establish and maintain positive working relationships with others.
- Ability to provide excellent customer service to both internal and external customers.
- Knowledge of inventory flow, management, and appropriate stock levels required to service the student population in a post-secondary campus bookstore.
- Ability to form relationships with book distributors and establish an understanding of the return windows to eliminate overstocking of obsolete inventory.

REPORTS TO:

Business and Financial Services Manager, Suncoast Technical College

JOB OBJECTIVE:

To facilitate the smooth, orderly and efficient operation of the Business and Financial Service Department by performing both specialized and routine assignments.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- Order all textbooks, supplies, uniforms, and program related kits.
- Serve customers and make sales.

- Maintain contact with instructors related to instructional materials for their courses.
- Receive and restock shelves.
- Process purchase orders and accounts payable statements and prepare invoices for payment.
- Keep track of inventory and of year-end fiscal inventory for the bookstore.
- Process UPS outgoing campus mail and packages.
- Work with the computer network with point of sale software and the Internet.
- Train and oversee the work of any part-time bookstore clerks.
- Demonstrate initiative in the performance of assigned responsibilities.
- Model and maintain high ethical standards.
- Follow attendance, punctuality and proper dress rules.
- Maintain confidentiality.
- Maintain positive relationships with co-workers, school personnel, students, publishers and administration.
- Participate in workshops and training sessions as required.
- Assist students and instructors by answering routine questions and providing information as appropriate.
- Answer the telephone in a courteous and professional manner.
- Answer inquiries about the department / program, forwarding to the appropriate personnel when necessary.
- Respond to inquiries and concerns in a timely manner.
- Keep supervisor informed of potential problems or unusual events.
- Perform data entry as necessary.
- Prepare all required reports and maintain all appropriate records.
- Follow all School Board policies and school policies and procedures.
- Exhibit the interpersonal skills necessary to perform as an effective team member.
- Demonstrate support for the School District and its goals and priorities.
- Sustained focus and attention to detail for extended periods of time.
- Perform other incidental tasks consistent with the goals and objectives of this position.

PHYSICAL REQUIREMENTS:

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Job Description Supplement No. 12