



Bookstore Cashier II

Bookstore

Ancillary Services

Job Posting: U17-056 **Closing Date:** April 26, 2017
Position Type: Part-time/Term **Location:** Interurban Campus
Start Date: As soon as possible **End Date:** August 18, 2017
Schedule: Monday - Thursday; 9:00 am – 1:00 pm (16 hrs/week)
Salary: Pay Grade 5; \$21.37 to \$22.77 per hour.
Replaces: M. Cardinal

Applications for this posting will be accepted from current employees and the general public who meet the minimum qualifications of the job. Regular employees as defined in the CUPE Collective Agreement shall be considered prior to all others.

GENERAL STATEMENT

Reporting to an assigned campus supervisor, providing the public face of the Bookstore and supporting the mission and goals of the Bookstore, performs a wide range of Bookstore and Campus Cashier duties.

TYPICAL DUTIES

- Performs bookstore cashier and campus cashier functions on Bookstore's Point-of-Sale system and the college Colleague system. This includes all opening and closing functions, handling and securing large volumes of transactions and cash, balancing at end of day, checking of receipts, preparing receipts for deposit; stocking product on the floor, checking packing slips/invoices, assists in the training of term and casual cashiers and helpers, sorts and distributes Bookstore mail;
- Performs locker and bike lock-up rental functions. Using the MS Access database and Bookstore's Point-of-Sale system, enters and updates customer and rental information accurately in the locker and bike lock up data base as set up by the locker coordinator; maintains strict confidentiality of student information for privacy and security;
- Provides exceptional customer service, by presenting a positive and helpful image (in person, through email and by phone). Assisting students in finding and purchasing correct educational materials, offering assistance with special requests, providing knowledgeable information about Camosun College in general and bookstore services specifically, providing follow through with customer enquiries and special orders by looking up and tracking in the integrated point-of-sale computerized system;
- Participates in the planning and execution of bookstore sales, promotions and events. This involves merchandising, product displays, signage, decorations, identifying and procuring appropriate prizes, updating the "Info Monitor";
- Performs inventory checks and balances and ensures that shelves are correctly stocked and labelled correctly. Arranges for transfer of merchandise to other campus locations; monitors merchandise and advises supervisor of shortages; assists in fiscal year-end tasks in preparation of inventory;
- Maintains a clean and attractive retail and work environment;
- Performs other related duties similar in scope and complexity.

QUALIFICATIONS

Grade 12 plus one year community college, such as business, marketing or accounting, and 12 months of retail sales experience including complex transactions with a computerized point-of-sale system or an equivalent combination of education and experience. Demonstrated success in providing excellent customer service. A high accountability for accuracy, following cash control procedures, and excellent interpersonal skills are required. Basic skills in Microsoft Office suite as well as basic keyboarding, math and organizational skills required.

Apply online at www.camosun.ca/careers. We would like to thank everyone in advance for applying as only those selected for an interview will be contacted.

Camosun College is an Equal Opportunity Employer