

DRAFT

SYLVAN UNION SCHOOL DISTRICT JOB DESCRIPTION

NON EXEMPT

JOB CLASSIFICATION TITLE: ASB STUDENT STORE MANAGER

DESCRIPTION OF POSITION

Under the supervision of the site administrator, manages, oversees, and operates the ASB Student Store.

DIRECTLY RESPONSIBLE TO: Site Administrator

REPRESENTATIVE DUTIES:

- Orders, receives, and stocks student store supplies.
- Assists in the selection of student store materials.
- Takes daily inventory and monitors usage of student store supplies.
- Processes sales of supplies, equipment, apparel and event and club-related tickets.
- Operates and utilizes cash register, technology including but not limited to finance software, computerized scanner, vending machines, calculator and other machines as required.
- Maintains the student store, including the equipment, storage & materials.
- Prepares daily sales and usage reports and maintains records as required.
- Audits forms, reports and deposits prepared by students for accuracy and completeness.
- Works collaboratively with the ASB Bookkeeper and site Activity Director on planning, purchasing and supporting ASB events, activities, and sales.
- Communicates various supply needs to the Director of Food Services and Activity Director.
- Performs other related duties as assigned.

DESIRABLE QUALIFICATIONS, KNOWLEDGE AND SKILLS:

- Knowledge of methods of sanitation and safety practices.
- Ability to understand and implement the relevant rules and regulations that pertain to the Nutrition Services program and providing food to students.
- Ability to develop and maintain positive rapport with students and staff.
- Ability to speak, write and listen effectively.
- Ability to perform simple bookkeeping procedures and simple arithmetical calculations for ordering, calculations and account reconciliation etc.
- Ability to compile, reconcile and submit account information to multiple departments.
- Ability to establish and maintain effective relationships with others.
- Ability to think creatively, critically, and to effectively problem solve.
- Completes tasks efficiently and effectively.

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MINIMUM EDUCATION AND EXPERIENCE:

- High school diploma or GED equivalent required.

PHYSICAL REQUIREMENTS:

The physical requirements indicated below are examples of the physical aspects that this classification must perform in carrying out essential job functions.

1. Ability to lift, carry, push, or pull objects which may exceed 50 pounds.
2. Ability to sit, stand, walk, bend, stretch, kneel, stoop, twist, and balance without restriction for extended periods of time.
3. Visual acuity sufficient to read, write and work with printed information as well as information on a computer screen.
4. Sufficient depth perception to accurately judge distance and correctly perceive objects and/or people moving toward or away from the employee.
5. Auditory acuity sufficient to effectively understand information from others in person and/or over the telephone.
6. Ability to speak clearly with the ability to be heard and understood on the telephone and in work site conversations.
7. Sufficient dexterity to manipulate small objects and print and write legibly.
8. Sufficient physical ability to reach horizontally and vertically with arms.

PERSONAL QUALITIES:

1. Appearance, interpersonal and communication skills which establish a professional role model and example.
2. Ability to meet district standards for physical and mental health.
3. Ability to speak, understand, and write English clearly and accurately.
4. Ability to communicate effectively with parents and staff in a sensitive and effective manner.
5. Demonstrate good judgment, tact, patience, and confidentiality.
6. Ability to innovate and work cooperatively, collaboratively, and professionally with all stakeholders.

WORK YEAR:

182 Days

SALARY RANGE:

Classified Salary Schedule

Range 8

Board Approved: Pending CSEA Approve: pending
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