

SYLVAN UNION SCHOOL DISTRICT JOB DESCRIPTION

JOB CLASSIFICATION TITLE: ASB STUDENT STORE MANAGER

Description of Position

The Student Store Manager, Under the supervision of the Director of Food Services, **site administrator** manages, oversees and operates the **ASB** Student Store and supervises student helpers.

DIRECTLY RESPONSIBLE TO: Site Administrator

Major Duties and Responsibilities **Representative Duties:**

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

Desirable Qualifications, Knowledge and Skills (See New Job Description)

Minimum Experience and Job Requirements **REPLACED WITH DESIRABLE QUALIFICATIONS**

1. Ability to perform routine clerical work, including ability to spell correctly and use correct English.
2. Ability to perform simple bookkeeping procedures and simple arithmetical calculations.
3. Ability to learn to operate standard office and vending machines, and learn office rules, methods, and policies.
4. Ability to work cooperatively and harmoniously with others.
5. Ability to develop and maintain positive rapport with students and staff.
6. Ability to complete daily tasks in the time allotted.

Education Requirements

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, grooming, and personal qualities which establish a desirable example.~~
2. ~~Ability to meet district standards for physical and mental health.~~
3. ~~Initiative, tact, patience, good judgement, and confidentiality.~~
4. ~~Ability to work cooperatively and harmoniously with others.~~
5. ~~Ability to communicate with others in a sensitive manner.~~
6. ~~Ability to follow oral and written instructions.~~
7. ~~Ability to read, write, and to speak correct English.~~
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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.

Approved by CSEA: 7/6/99

Approved by the Board of Trustees: 8/10/99