

STUDENT STORE COORDINATOR

CLASSIFICATION: Classified

IMMEDIATE SUPERVISOR'S TITLE: Principal

EVALUATOR'S TITLE: Principal

JOB SUMMARY: Under general supervision from a site administrator, coordinate, supervise and participate in the operation of the student store.

ESSENTIAL DUTIES:

- Supervise and maintain the operation of the student store
- Schedule, train and supervise students working in the store
- Monitor sales and cash handling procedures and perform bookkeeping duties
- Make bank deposits
- Develop appropriate displays and other forms of publicity and advertising
- Select and purchase goods for sale
- Maintain proper inventory levels and records
- Train faculty advisors on purchasing procedures for clubs
- Develop and monitor the annual budget

OTHER DUTIES:

- Organize food and set up of Frosh Welcome BBQ
- Organize food for senior picnic
- Other related duties as assigned

EMPLOYMENT STANDARDS:

- **Training and Experience** - One year experience in retail sales or bookkeeping is desirable. Knowledge of: organization and policies of the District related to the operation of the student store; standard purchasing and bookkeeping practices. Ability to: maintain inventory controls; effectively merchandise goods; handle money in an efficient manner; work with students and staff in a supervisory capacity; operate standard office equipment including a computer.
- **Physical Effort/Working Environment** - Indoor work environment; occasional lifting of parcels up to 20 pounds.
- **Licenses/Certification** -A valid Class 3 California driver's license and evidence of appropriate automobile insurance based on DMV regulations may be required.
- **Education** - Completion of twelfth grade or equivalent.

West Sonoma County Union High School District
Classified Salary Schedule - Range 16
Work Year: 5.5 hrs, 10.5 months
Approved: June 17, 1999
Revised: