

TAKINI SCHOOL POSITION DESCRIPTION

Position Title: Store Clerk

Supervision: Superintendent

Position Responsibilities:

1. The store clerk works for the Skyhawk Incentive Store, and is responsible for assisting customers and processing sales.
2. A store clerk welcomes customers, helps them locate items, purchases and restocks items as necessary.
3. Is capable of operating a cash register. Can responsibly handle money at the register.
4. Explains product features and benefits to customers.
5. Processes register transactions. Assists in taking store inventory.
6. Maintains inventory records. Unloads deliveries in the stockroom.
7. Checks delivered items against packing slip to ensure accuracy.
8. Alerts Supervisor to any delivery discrepancies.
9. Restocks items on the sales floor.
10. Makes sure the store is neat and well organized.
11. Helps clean the store during closing shifts.
12. Attends staff meetings.
13. Develops a schedule for store hours based on schools calendar. Store shifts may apply depending on season.
14. Must adhere to Takini School Policies and Procedures.
14. Performs other duties as assigned.

QUALIFICATIONS:

1. G.E.D./high School Diploma
2. Organizational Skills
3. Previous customer service or retail experience preferred.

4. Demonstrates ability to learn quickly.
5. Customer service and job-specific training required prior to start date.
6. Demonstrates solid organizational skills.
7. Possesses physical strength and stamina necessary to lift boxes and remain walking or standing all day.
8. Communication skills – both written and verbal