

Alverno College
Non-Exempt Student Position Description

Position Title: Level II: A-Store Cashier/Stocker **Date:** 011/12/19
Department: A-Store **Status:** Student Employment
Reports To: Graduate Assistant Manager/Student Affairs

Primary Function: Provide support to the A-Store including, but not limited to, providing excellent customer service, accurately operating the cash register, product processing and maintenance, and shelving and restocking. Additional projects to be assigned based upon need.

Principal Responsibilities

1. Customer Service: provide assistance and information to customers; respond to both internal and external customers professionally and in a timely manner; respond to phone and in-person inquiries.
2. Cashiering: operate cash register and accurately process sales and returns.
3. Product Processing: inventory incoming product; check closely for defective, damaged or missing merchandise; report discrepancies to supervisor; record in the receiving log and on corresponding paperwork.
4. Shelving/Restocking: maintain clean and orderly presentation of the sales floor; stock product on the sales floor; arrange clothing in size order; price/label product; create eye-catching displays.
5. Update and maintain records; run end-of-period daily reports.
6. Comply with safety procedures and maintain clean and orderly work areas.
7. Perform other tasks as necessary to support the mission of the College.
8. Handle confidential information with discretion.
9. Product Processing(as needed): inventory incoming product checking closely for defective, damaged or missing merchandise; report discrepancies to supervisor; record in the receiving log and on corresponding paperwork; label, fold and organize overstock.

Qualifications

1. Must be a current registered Alverno student. Must meet Financial Aid Satisfactory Academic Progress requirements.
2. Prior retail experience is preferred.
3. Must be punctual and reliable.
4. Must demonstrate friendly customer service, including the ability to utilize both written and verbal communication with customers and coworkers.
5. Working knowledge of Microsoft Word and Excel
6. Must be detail-oriented, have strong problem-solving skills, and be able to work with frequent interruptions.
7. Ability to understand and follow both written and verbal instructions along with the ability to work independently.
8. Requires the ability to freely move throughout the facility, Must have the ability to frequently lift and/or move up to 30-40 pounds and occasionally lift and/or move up to 41-50 pounds. Must have the ability to talk and hear. Specific vision abilities required by this job include close vision and color vision.

Working Conditions

General office/retail environment