Finger Lakes Community College Bookstore Federal Work Study

Brief Description of the Position:

Bookstore Retail Clerk Position

Primary Duties:

- Receive payments in other forms, such as cash, check, debit card, credit card.
- Process refunds back purchased with cash, credit card or debit card.
- Responsibility for cash drawer/cash reconciliation.
- Receive, open, unpack and issue sales floor merchandise.
- Stock shelves, racks, cases, bins, and tables with new or transferred merchandise.
- Pack customer purchases in bags or cartons.
- Stamp, attach, or change price tags on merchandise, referring to price list.
- Transport packages.
- Clean/Dust merchandise fixtures.
- Cleans glass, display cases, interior partitions & light fixtures which are reachable.
- Vacuums and spot cleans rugs.
- Reports all repairs required and safety and fire hazards to supervisor.
- Observes safety standards and practices.
- Performs related duties as required or assigned within job classification.

Special Requirements:

- Should have excellent written and verbal communication abilities.
- Ability to use a barcode machine and a card swiping machine for billing.
- Strong calculative and mathematical abilities.
- Ability to effectively manage time.
- Performing physical activities that require considerable use of your arms and legs and moving your whole body, such as climbing, lifting, balancing, walking, stooping, and handling of materials.
- Ability to carry/lift items weighing up to 50lbs.

Contact:
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