

DESCRIPTION: Under general supervision, performs sales and storekeeping work within a canteen or store area. Simple food preparation may be required. Performs related work as assigned.

DISTINGUISHING CHARACTERISTICS: (A position is assigned to this class based on the scope and level of work performed as outlined below.)

This is the first classification level of two in the Stores Clerk class series. Positions in this class carry out sales and storekeeping tasks within established policies and procedures and guidelines. Positions in the Stores Clerk II class perform many of the duties expected at the first level in addition to meeting with vendors to view and sample new products, pricing items, coordinating inventory purchases and sale items with other agency departments and maintaining inventory control using data bases and sales reports.

EXAMPLES OF WORK: (A position may not be assigned all the duties listed, nor do these examples include all the duties that may be assigned.)

Meets, greets and performs check out functions for customers; provides customer assistance to members, staff, visitors and/or the general public.

Operates a cash register, point-of-sale system, credit card machine and/or other related equipment to finalize customer transactions; maintains charge accounts.

Balances daily sales reports using computer software programs and/or related reports; records daily sales on pre-formed reports for agency Accounting and/or Business Office use.

Receives, opens and unpacks inventory orders; reconciles against purchase order to ensure correct items are received.

Stocks shelves, racks, bins, refrigerators and display cases in an orderly and visually pleasing manner; rotates stock according to established procedures; notifies supervisor of merchandise that needs to be replaced or reordered.

Provides suggestions for new merchandise to sell to a supervisor.

Assists with the periodic inventory of supplies and merchandise; assists with annual inventory.

Prepares simple food items, such as sandwiches, sundaes, malts, floats, and serves beverages, salads, fruit, candy and other concession items as needed.

Performs routine housekeeping functions including dusting, cleaning equipment, cleaning windows, vacuuming, sweeping, mopping, disposing of trash and other tasks necessary to keep store/canteen area clean and sanitary.

Informs supervisor of customer requests and complaints.

Trains patients, members and/or co-workers as needed.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED: (These are needed to perform the work assigned.)

Knowledge of: the principles and practices of customer service; basic arithmetic; storekeeping and inventory procedures.

Skill in: working with customers; displaying items and objects in a visually pleasing manner.

Ability to: communicate effectively with others; count/exchange money properly; operate a cash register; learn and apply agency and/or facility regulations pertaining to the operation of the canteen/store area; bend, twist, push, pull and lift boxes and other objects.

MINIMUM QUALIFICATIONS: (Applicants will be screened for possession of these qualifications. Applicants who need accommodation in the selection process should request this in advance.)

Experience in public contact, customer service, visual merchandising, sales or other closely related field.

SPECIAL NOTES:

State agencies are responsible to evaluate each of their positions to determine their individual overtime eligibility status as required by the Fair Labor Standards Act (FLSA).