Position Title: Bookstore Cashier
Reports To: Bookstore Manager
Department: Administrative Services
Classification: Full-time, Salary Exempt, 12-months, Benefits Eligible

POSITION OVERVIEW
The Bookstore Cashier is responsible for sales and maintenance of the bookstore in adherence to college policies and procedures.

DUTIES AND RESPONSIBILITIES
• Assist customers in the purchase of books and necessary school supplies
• Process cash, credit cards and student account purchases
• Count money at beginning and end of shift; be responsible for the balancing of cash
• Process returns and exchanges
• Stock shelves and cooler
• Ensure pricing is accurate
• Maintain the checkout area in a clean and orderly way

MINIMUM QUALIFICATIONS
• Associates degree required
• Must have retail experience
• Must be computer literate

KNOWLEDGE, SKILLS, AND ABILITIES
• Strong communication skills that develop courteous conversation with customers
• Strong customer service skills
• Ability to organize data and draft reports on a daily, weekly and monthly basis
• Proficient in managing the rush of customers while helping each on in a timely fashion
• Able to multi-task
WORKING CONDITIONS/PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to sit, stand, use hands to handle, or feel to talk and to hear. The employee, frequently, is required to walk, reach with hands and arms to stoop, kneel, or crouch. The employee must occasionally lift and/or move up to 20 lbs. Specific vision abilities required by this job include close vision.

Qualified applicants should submit the following information in one (1) pdf document via email to: jobs@loc.edu. Please put the job title in the subject line

- Cover Letter and Resume/ unofficial transcript of highest educational level completed
- 3 references including contact information

Incomplete applications will not be considered. The final candidate who is extended an offer must successfully complete reference and background checks.

LeMoyne-Owen College offers an attractive benefits package, including health, vision, and dental benefits. The College pays for Life Insurance, STD/LTD, and paid time off.

LeMoyne-Owen College is an AA/EEO employer and does not discriminate against students, employees, or applicants for admission or employment on the basis of race, color, religion, creed, national origin, sex, sexual orientation, gender identity/expression, disability, age, status as a protected veteran, genetic information, or any other legally protected class with respect to all employment, programs and activities.

No Solicitations or Phone Calls Please