

JOB TITLE: Bookstore Clerk

WORK AREA: RCTC Bookstore

AREA HOURS: 10-20 hours per week per student

JOB RESPONSIBILITIES, DUTIES:

- Look up books needed for students and pull books from the shelves
- Perform sales transactions on the cash register
- Answer incoming phone calls
- Straighten and stock shelves - supplies, candy, snacks, pop machine, clothing, etc.
- Dust the store. Empty the garbage.

PERFORMANCE EXPECTATIONS/CONDUCT:

- Employees will be on time and ready to work
- Notify supervisor if you cannot work
- Greet each person that enters the store
- Answer the phone promptly
- Perform sales transactions accurately
- Knowledgeable in the layout of the bookshelves and the Bookstore website to ensure the correct books are sold to customers

Additional information:

- Turn in Payroll forms to be granted access to eTime via e-Services under Student Employment
- All hours must be recorded on eTime the day they are worked: <https://www.rctc.edu/eservices/>

NUMBER OF STUDENT'S NEEDED:

(Assume 10-15 hours per student.)

1-2 Academic Year

1 Summer (June-August)

TYPICAL WORK HOURS:

(Check all that apply)

X Daytime ☐ Evening ☐ Weekends

PERFORMANCE REVIEW:

Students are eligible for a wage increase after they have worked 200 hours and based on a performance evaluation. The area supervisor will assess the student employee's performance, work attendance and attitude as it relates to the job tasks, RCTC values, service attributes, core outcomes, and interaction with students, staff, and visitors.

TO INTERVIEW FOR THIS POSITION, CONTACT:

Contact Person: Shelly Danielson
Location: RCTC Bookstore
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Proxy Signer: Janelle Peterson