



Job Description

Position: OSU Beaver Store Team Member (Cashier/Retail Clerk)

Department: Multiple (Customer Service, Textbooks, Supplies, General Merchandise, Warehouse)

Location: Corvallis Store

Category/Status: S (STUDENT) Non-exempt;seasonal/temporary

RESPONSIBILITIES

Cashier/Retail Clerk:

1. Provide Best in Class customer service, display a customer first mindset at all time
2. Be positive, friendly and always willing to help
3. Process transactions at POS
4. Contribute to a safe, healthy and productive work environment
5. Assist customers on sales floor and fitting rooms
6. Restock sales floor, assist Merchandisers
7. Use inventory system to locate items for customers
8. Process web orders (including online processing and pulling books/materials to fill orders)
9. Backup cashier/retail clerks when needed and as assigned
10. Perform other duties as assigned by Supervisor
11. Provide consistent, composed, professional communication and response in interactions with all individuals

REQUIRED KNOWLEDGE SKILLS AND ABILITIES

All Team Members must demonstrate ability to:

1. Effectively organize work and work areas for maximum productivity and efficiency
2. Follow established company directives, policies and guidelines
3. Be dependable in attendance and meeting deadlines
4. Work independently and share responsibilities with other staff
5. Effectively communicate in a professional manner
6. Use sound judgment when making decisions

Cashier/Retail Clerk must demonstrate ability to:

1. Offer excellent customer service in person or over the telephone
2. Use computerized systems, including POS software
3. Maintain performance under pressure and handle difficult situations with customers in a positive manner

MINIMUM QUALIFICATIONS

1. Current college/university student, and
2. Availability to work flexible schedules including evenings and weekends as necessary.
3. **Must be able to work all football home games, special events and first week of each term.**

PREFERRED QUALIFICATIONS

1. Knowledge of Oregon State University
2. Experience working in high volume, extremely busy retail environments
3. **Retail Clerks (Beaver Tech) Positions:** *Awareness and use in a variety of hardware, e.g., Apple, PC*
4. Ability to work at the warehouse (off campus)

Physical Demands: Use a computer keyboard, read a computer screen. Work on your feet for extended period's daily. Bend, stoop, and lift up to 40 pounds

Efforts have been made to develop a complete job description, however; please be aware that the duties and requirements listed herein are not the only duties, which you may be required to perform. The omissions of specific statements of duties does not exclude them from being assigned to you if the work is similar, related, a logical assignment to the position, or is necessary in an emergency situation.

PRIMARY TEAM MEMBER ASSIGNMENT

- | | |
|---|---|
| <input type="checkbox"/> CUSTOMER SERVICE - CASHIER | <input type="checkbox"/> TEXTBOOKS - RETAIL CLERK |
| <input type="checkbox"/> APPAREL - RETAIL CLERK | <input type="checkbox"/> SUPPLIES - RETAIL CLERK |
| <input type="checkbox"/> CONCESSIONS - CASHIER | <input type="checkbox"/> WAREHOUSE |

May be utilized in other departments and team member roles other than primary as business needs dictate.

EMPLOYEE SIGNATURE

DATE