

BOOKSTORE CLERK

NATURE OF WORK

This is varied clerical and manual work in the University bookstore and storeroom.

Work involves the performance of general clerical and manual stores work in the University bookstore and storeroom, including receiving, recording, pricing and storing a variety of books and supplies. Duties also include placing books on bookstore shelves, participating in periodic inventories, rearranging storage space, and packaging books and supplies for shipment to other centres or for return to publisher. Work is performed under the supervision of the Senior Bookstore Clerk and is reviewed by observation of results obtained.

ILLUSTRATIVE EXAMPLES OF WORK

Receives and signs for incoming shipments of books and supplies; checks shipment for completeness and accuracy; marks the date of receipt, and the number of books received on invoices; maintains records of books and materials received; stamps prices on books; moves shipments by hand or with the help of a hand truck; stores books and supplies in storeroom.

Places books and supplies on appropriate shelves in the bookstore; prices and codes record albums and supplies.

Maintains records incidental to periodic inventories; participates in the yearly physical inventory count.

Packages books for shipment to various centres throughout the province and for return to publishers; prepares necessary documentation.

Keeps storeroom and receiving area clean and unobstructed.

Performs related work as required.

REQUIREMENTS OF WORK

Graduation from high school; or any equivalent combination of experience and training which provides the following knowledge, abilities and skills:

Some knowledge of the practices employed in a retail store, storeroom or receiving department.

Some knowledge of common clerical procedures.

Ability to follow oral and written instructions.

Ability to perform manual work in lifting and moving heavy cartons.

Ability to perform standard clerical work and to make elementary arithmetical calculations.

Ability to establish and maintain effective working relationships with faculty, students and co-workers.

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