

SENIOR BOOKSTORE CLERK

NATURE OF WORK

This is varied clerical, supervisory and manual work in the operation of the storeroom in the University Bookstore.

Work involves supervising and participating in storeroom duties including receiving, recording, checking, pricing, storing and issuing a variety of books and supplies. Work includes the maintenance of necessary records and inventories, and the allocation of text book shelf space. Supervision is exercised over subordinate staff and student assistants. Work is reviewed through periodic audits and inventories and through observation of services rendered.

ILLUSTRATIVE EXAMPLES OF WORK

Supervises and participates in the work of subordinate bookstore clerks involved in the receiving, recording, checking, pricing, storing, issuing and accounting for a variety of books and supplies.

Plans and supervises the efficient utilization of the available storage and shelf space; identifies materials and supplies requiring specialized storage.

Maintains a complex record and filing system; conducts periodic inventories; prepares reports.

Confers with appropriate personnel regarding shipping requirements to University Centres throughout the province; determines method of transportation and arranges for shipping.

Instructs student assistants in the performance of assigned clerical and manual storeroom tasks.

Performs related work as required.

REQUIREMENTS OF WORK

Considerable experience in retail sales, storekeeping or general clerical work including some supervisory experience; graduation from high school; or any equivalent combination of experience and training which provides the following knowledge, abilities and skills:

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

Considerable knowledge of clerical procedures relating to storekeeping and inventory work.

Ability to follow oral and written instructions and to manage the storeroom operations including the supervision of subordinate personnel.

Ability to maintain varied inventory and stores records.

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

Ability to make varied arithmetic calculations with speed and accuracy.

Ability to establish and maintain effective working relationships with faculty, staff, subordinates and students.

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