

## **Campus Store/Café Worker**

### **Position Description**

**Education:**

High school diploma or equivalent required.

**Experience:**

One to three years of work experience in a retail setting preferred. Basic math skills are required. Cashier and Microsoft Windows experience preferred. Illinois Food Handler ServeSafe certification received within 30 days of hire.

**Reports to:**

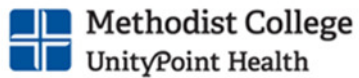
Café/Store Manager

**Responsibilities:**

1. Promotes MC and the Café/Campus Store in a positive and professional manner at all times.
2. Accurately and efficiently rings up items and accept payment for purchases.
3. Balance drawer and prepare daily cash reports.
4. Ensure that appropriate levels of petty cash are available for Café/Campus Store.
5. Assist with questions as needed.
6. Maintain an awareness of all promotions and advertisements.
7. Communicate customers' needs and request to Café/Store Manager.
8. Maintain orderly appearance of Café/Campus Store at all times.
9. Ensure that each customer receives outstanding service by providing a friendly environment.
10. Stock Café/Campus Store with merchandise and food items.
11. Make coffee and other related drinks as needed.
12. Keep track of inventory. Let Café/Store Manager know when supplies are low.
13. Purchase inventory when requested.
14. Prepare food stocks for the day.
15. Back-up Campus Store/Cafe as needed

**Physical and Mental Requirements:**

- Ability to stand for extended periods of time
- Ability to perform repetitive tasks
- Ability to move/lift objects weighing up to 30 lbs
- Ability to carry objects weighing up to 25 lbs
- Ability to grip/grasp, stoop, crouch and kneel
- Ability to work independently and analytically
- Ability to deal with degrees of stress and cope with confrontation
- Ability to concentrate
- Ability to speak in normal tone



- Ability to hear at normal level
- Visual acuity at normal range with or without correction

**WORKING CONDITIONS AND PHYSICAL EFFORT:**

- Work is normally performed in a typical interior-office work environment.
- No or very limited exposure to physical risk.
- Noise levels not above a point that hearing protection is needed.

**COMMUNICATION:**

- Excellent communication skills.
- Interacts effectively with students, staff, faculty, and external clients of MC.
- Must have ability to interact effectively and courteously with culturally diverse groups.
- Ability to communicate only the facts to recipients or to decline to reveal information.
- Ability to project a professional, friendly, and helpful demeanor.