



## PERSONNEL COMMISSION

**Class Code: 5182**  
**Salary Range: 16 (C1)**

### STUDENT STORE LEAD

#### JOB SUMMARY

Under direct supervision, organize, oversee and lead the purchasing, inventory, storage, sales and daily operations of a student store; maintain student store facilities and equipment in a clean and sanitary condition; train and provide work direction and guidance to assigned staff and student workers; perform related duties as assigned.

#### EXAMPLES OF DUTIES

*The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks performed in this classification.*

- Organize, oversee and lead the purchasing, inventory, storage, sales and daily operations of a student store; assure smooth and efficient student store operations; open and close the store. **E**
- Train and provide work direction and guidance to assigned staff and student workers involved in the sale of food items, beverages, school supplies, clothing, novelties and other items; interview, select, schedule and review the work of staff and student workers. **E**
- Maintain student store facilities and equipment in a clean and sanitary condition; clean and sanitize serving counters and equipment; wash and sanitize trays, cookie sheets, pots, laundry items and other equipment; empty trash. **E**
- Research, test and determine food items to sell in the student store in accordance with Nutrition Services Branch policies and applicable laws, codes, rules and regulations. **E**
- Order and receive food items, supplies and equipment from outside vendors; prepare related paperwork; drive a vehicle to pick up items at local vendors; establish prices for items sold. **E**
- Oversee and participate in the preparation and set-up of food and beverage items at student store service windows; bake and heat food items and beverages; assure visually appealing merchandising and presentation of items. **E**
- Assure proper stock levels are maintained at serving windows and counters during and after service periods; perform cashiering duties; operate a cash register; count money and make correct change. **E**
- Oversee and balance daily cash collection; prepare related paperwork and bank deposits; collect, secure and account for daily monies received. **E**
- Oversee and conduct student store inventories; maintain daily inventory levels; assess sales history to determine if reordering is needed. **E**
- Pull or direct the pulling of food items and supplies from freezers, refrigerators and storage; stock and rotate food items for freshness and temperature control. **E**

- Operate and maintain student store kitchen equipment such as a coffeemaker, hot and cold beverage machines, freezers, refrigerators, microwaves and ovens. ***E***
- Communicate with other departments, outside agencies, vendors and district staff to exchange information, resolve issues and organize store or student activity promotions and sales. ***E***
- Prepare and maintain a variety of records and reports related to assigned activities including payroll, inventory, daily sales and accounting. ***E***
- Operate a variety of office equipment including a computer and assigned software. ***E***

*Note: At the end of some of the duty statements there is an italicized "E" which identifies essential duties required of the classification. This is strictly for use in compliance with the Americans with Disabilities Act.*

### **DISTINGUISHING CHARACTERISTICS**

A Student Store Lead oversees and leads the purchasing, inventory, storage, sales and daily operations of a student store at a large, comprehensive high school. Incumbents train and provide work direction to staff and student workers and are responsible for the collection and accounting of daily cash sales.

### **EMPLOYMENT STANDARDS**

#### **Knowledge of:**

Retail store operations and sales.

Sanitation and safety practices related to the handling and serving of food and cleaning related equipment.

Math and cashiering skills.

Proper methods of storing equipment, materials and supplies.

Proper methods of food rotation and storage.

Health and safety regulations.

Laws, codes, rules and regulations related to assigned activities.

Operation of student store and kitchen equipment such as a cash register, calculator, coffeemaker, hot and cold beverage machines and ovens.

Interpersonal skills using tact, patience and courtesy.

Oral and written communication skills.

Record-keeping and report preparation techniques.

Principles of training and providing work direction to others.

Inventory methods and practices.

Proper lifting techniques.

#### **Ability to:**

Organize, oversee and lead the purchasing, inventory, storage, sales and daily operations of a student store.

Train and provide work direction and guidance to others.

Operate student store and kitchen equipment such as a cash register, calculator, coffeemaker, hot and cold beverage machines and ovens.  
Heat and serve food in accordance with health and sanitation regulations.  
Maintain student store equipment and areas in a clean and sanitary condition.  
Observe and follow health and safety regulations.  
Interpret, apply and explain applicable laws, codes, rules and regulations.  
Maintain a variety of records and prepare reports.  
Work independently with little direction.  
Add, subtract, multiply and divide quickly and accurately.  
Use cleaning solutions and equipment in a safe and efficient manner.  
Communicate effectively both orally and in writing.  
Establish and maintain cooperative and effective working relationships with others.  
Perform cashiering duties and make change quickly and accurately.  
Meet schedules and time lines.  
Plan and organize work.  
Complete work with many interruptions.

**Education and Training:**

Graduation from high school. College level course work in retail management, accounting or leadership/supervision is highly preferred.

**Experience:**

Two years of retail sales experience involving cashiering and related record-keeping and some experience in a lead or supervisory capacity.

Any other combination of training and experience that could likely provide the desired skills, knowledge or abilities may be considered.

**SPECIAL REQUIREMENTS**

A valid Certified Food Protection Manager certificate issued by an authorized agency at time of appointment.

Positions in this classification require use of a personal automobile and the possession of a valid California Class C driver's license.

**WORKING ENVIRONMENT**

Student store environment.  
Subject to heat from ovens and cold from refrigerators or freezers.  
Subject to open doors and service windows.  
Exposure to cleaning chemicals and fumes.  
Driving a vehicle to conduct work.

**PHYSICAL DEMANDS**

Standing, sitting and walking for extended periods of time.

Hearing and speaking to exchange information.

Lifting, carrying, pushing or pulling moderately heavy trays, carts and supplies weighing approximately 25 pounds, and with assistance up to approximately 50 pounds.

Dexterity of hands and fingers to operate student store equipment.

Reaching overhead, above the shoulders and horizontally.

Bending at the waist, kneeling or crouching.

Seeing to observe student store operations and count money.

*AMERICANS WITH DISABILITIES ACT*

Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the disability.

**APPOINTMENT**

In accordance with Education Code Section 45301, an employee appointed to this class must serve a probationary period of six (6) months during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.

PCA: 7/11/13