

**Position Announcement**

## Bookstore Cashier (Part-time)

Columbus Technical College is seeking an individual to serve as a Part-time Cashier in our Bookstore. This individual will be responsible for performing customer service and cashiering duties to students, faculty, staff and other external customers. **This position is part-time/non-exempt.**

**Responsibilities:**

* Sells merchandise to customers and give information about products and prices
* Operates a cash register and most standard office equipment
* Replenishes stock and keeps area orderly
* Takes inventories and rotates stock as needed
* Prices and arrange merchandise for display
* Reports any discrepancies immediately to supervisor
* Keeps shelves adequately supplied with textbooks, supplies, clothing, snacks, drinks and other merchandise
* Assists with maintaining an orderly and clean environment in and around the store, keeping aisles clear of clutter, grounds free of litter and abiding by all rules
* Greets customers in a pleasing manner, answers questions from students and instructors, and assists with book selections
* Demonstrates eagerness to learn and assume responsibility; seeks out and accepts increased responsibility;

**Minimum Qualifications**

* High school diploma or GED \*and\* Six (6) months work-related experience

**Salary/Benefits**

Pay rate is $9.50 per hour

**Application Deadline**

Applications accepted through March 26, 2019. Applicants must submit a Columbus Technical College employment application online at: <https://www.easyhrweb.com/JC_Columbus/JobListings/JobListings.aspx> and upload a cover letter, resume and copy of transcript(s) at time of application (Incomplete submissions will not be considered). **\*\*Please note: All references will be checked prior to employment offer. Post offer requirements will include a criminal background check and motor vehicle records check. \*\***

**Employment Policy**

The Technical College System of Georgia and its constituent Technical Colleges do not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, spouse of military member or citizenship status (except in those special circumstances permitted or mandated by law). This nondiscrimination policy encompasses the operation of all technical college-administered programs, programs financed by the federal government including any Workforce Investment Act of 1998 (WIA) Title I financed programs, educational programs and activities, including admissions, scholarships and loans, student life, and athletics. It also encompasses the recruitment and employment of personnel and contracting for goods and services.

The Technical College System of Georgia and its colleges shall promote the realization of equal opportunity through a positive continuing program of specific practices. The following persons have been designated to handle inquiries regarding the nondiscrimination policies for Columbus Technical College: Karen Thomas, Title IX Coordinator, at 706.649.1813 and Olive Vidal-Kendall, Section 504 Coordinator, at 706.649.1442.