



Cashier *Bookstore*

Fall 2024 - Spring 2025

Duties/Responsibilities:

- Operate point of sale cash register
- Assist customers in locating merchandise in person, by phone, email, text
- Monitor entrance/exit
- Use video conference platforms to help customers shop
- Pull, process & pack web orders
- Count & price merchandise
- Dust, straighten & restock merchandise on sales floor
- Upkeep of window displays & endcap displays
- Other duties as assigned

Qualifications:

- Must have Work Study or Work Award
- Prefer previous cashiering experience
- Customer service experience
- Requires careful attention to detail

Start date: 8/18/2024

End date: 5/10/2024

Work Schedule:

TBD around class schedule. Occasional Saturdays. As needed during special events & academic Breaks

Hours Per Week: 6-10 hours per week

Starting pay rate: \$17.28 per hour

Work Study: Yes

To apply, please pick up special departmental application from the bookstore or email bookstore@oxy.edu