CLASS TITLE: **STUDENT STORE ASSISTANT**

DEFINITION: Under immediate supervision and evaluation by the site administrator, performs work of routine difficulty in providing support services to the instructional program and in assisting in the operation of a student store/snack bar; and performs other related duties as required.

EXAMPLES OF DUTIES:

- Under the direction of the teacher, assists students in operating a student store, including selling techniques, operating a cash register, stocking and learning to relate and deal with the public
- Assists in the purchasing and pricing of store items
- Assists in the accounting of store funds
- Makes deposits of funds in the proper accounts
- Prepares reports as required
- Insures maintenance of proper health and safety standards

DESIRABLE QUALIFICATIONS:

Training and Experience: Some experience working with students

Knowledge of:

- Basic arithmetic
- Basic retail operations
- Diverse academic, socioeconomic, cultural and ethnic backgrounds of students

Skill in:

- Understanding and effectively carrying out oral and written instructions
- Establishing and maintaining effective working relationships with others
- Operating a cash register

Ability to:

- Perform the duties of the position with or without accommodation
- Learn and interpret rules, policies, regulations and procedures

Licenses:

- A valid California Driver's License may be required.

Certificates and Other Requirements:

Meet requirements as set forth in applicable state and federal laws and District Annual Notices (i.e. Mandated Reporting, Blood Borne Pathogen). Certification in First Aid and CPR required every 2 years.

Environment:

School-based settings or other District designated environment working with students in a diversified special education classroom environment.

Physical Abilities:

Sufficient vision to monitor students during activities and to read instructional materials; hearing and speaking to exchange information and provide assistance to students and staff; frequently walking, reaching, holding with arms, bending at the waist, crouching and/or squatting to assist students; dexterity of hands and fingers to assist students and to operate specialized equipment or office equipment; pushing wheelchairs; lifting and/or manipulating objects or persons, and/or use of motion up to 25 lbs. or equivalent with or without assistance by another individual and/or with or without the assistance of devices designed to support the lifting effort.

Other Qualifications:

Must successfully pass the District's pre-employment fingerprinting and TB testing.

CSEA, Salary Range 356
MT. DIABLO UNIFIED SCHOOL DISTRICT

Board Approved: 6/87
Board Revision: 6/22/15