

Definition: This is routine sales and stores work in a retail store or canteen in a State institution. An employee in this class operates a small institutional store, or assists in the operation of a large one. Work involves the selling of refreshments, tobacco, prepared foods, dry goods, and the receipt and accounting for all monies received. Work is performed in accordance with established rules and regulations and is supervised by a canteen manager or other administrative supervisor. Work is subject to review through the examination of inventories and sales reports.

Examples of Work Performed: Sells cigarettes, candy, soft drinks, dry goods, and similar items; receives money and gives change; cashes money orders and postal notes.

Counts cash and makes daily cash sales reports for submission to the canteen manager or an administrative supervisor.

Requisitions and maintains stock levels; checks incoming merchandise from vendors; takes inventories and submits reports.

Supervises the work of patients or inmates engaged in the routine sales and housekeeping operations and assures that proper cleanliness and housekeeping practices are followed.

Performs related work as required.

Required Knowledge's, Skills and Abilities: Knowledge of retail store merchandising practices.

Knowledge of routine stock handling and inventory control methods and procedures

Knowledge of routine bookkeeping methods as applied to retail store accounting records.

Knowledge of popular brands of soft drinks, tobacco, and similar items.

Ability to manage and supervise the operations of a small canteen or retail store.

Ability to supervise patients or inmates.

Ability to perform simple arithmetic computations and make change accurately.

Ability to prepare and maintain inventory and sales records.

Ability to secure a performance bond.

Ability to establish and maintain effective working relationships with employees, patients or inmates, and other institutional personnel.

Minimum Experience and Training: One year of experience in retail sales work; and such training as may have been gained through completion of the tenth school grade; or any equivalent combination of experience and training.