Position Title: Merchandiser
Supervisor: Bookstore Manager
Classification: Staff Associate

This person, under the supervision of the Bookstore Manager, provides customer cashier services and other routine functions at the main register in the campus bookstore. Also assists with various store functions and tasks.

Characteristic Duties and Responsibilities:
A. Opens and closes store, including scheduled Saturdays.
B. Performs cashier duties and rings sales of bookstore items; is knowledgeable with all register and POS functions. Maintains cash level in register.
C. Displays new merchandise and changes old displays to rotate stock and keep the store looking fresh.
D. Maintains clean and orderly appearance of register area including stocking of bags and register tape.
E. Maintains orderly appearance of store, including re-stocking of insignia and folding tee shirts.
F. Instructs student workers as to specific chores daily.
G. Orders candy when needed; stocks candy.
H. Receives Health & Beauty Aid orders and restocks.
I. Prices and tags merchandise as needed.
J. Gives excellent customer service; receives and handles minor complaints, returns, and product questions.

Qualifications:
1. High school diploma.
2. Retail sales or cashier experience desirable with merchandising abilities.
3. Service-oriented manner required when dealing with customers and students.

Other Elements:
1. Weekend hours required; extra hours during rush periods and buyback.
2. Saturday hours are usually 10:45 – 3:15 but can fluctuate.
3. Lifting boxes up to 50 lbs. possible.
4. This is a non-smoking environment.

Muhlenberg College is an Equal Opportunity Employer. All employees are expected to support Muhlenberg’s commitment to function as a diverse, caring, inclusive community.

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