

Department: Facilities
Position Code: SFAC8511A- Sales Floor Lead
Closing Date: Open until filled
Salary: \$16.80 Hourly

Background check: Background check may be required

Description: The limited appointment Storekeeper will be trained to supervise the sales floor and the student employees assigned to work there. Duties include cashiering, sales floor maintenance, student staff supervision, and inventory control.

ESSENTIAL DUTIES OF THE JOB:

Processes sales and returns in the POS system, creating and processing departmental recharges, cash handling- including providing change for cashiers.

Ensures excellent customer services and first rate floor maintenance including arranging displays, and ensuring that the sales floor is clean and visually appealing at all times.

Provides supervision to student staff on the sales floor including delegation of duties, problem solving and conflict resolution, and monitoring performance.

Prepares purchase orders; may obtain sourcing and pricing information.

Assists with ordering of convenience merchandise, such as weekly food orders.

Assists with student staff scheduling and manages day-off requests.

Monitors attendance and punctuality.

Performs opening and closing duties as a key holder of the Campus Store.

This includes counting registers down at the end of the day and ensuring that student staff complete closing cleaning procedures

Qualifications: Experience in a retail setting and customer service experience required.

Good written, verbal, and interpersonal communication skills required.

Active listening and time management skills required.

Some college education preferred

To Apply: Please complete a UC Merced [application](#) and email along with resume and cover letter to ucmcareers@ucmerced.edu. Please indicate in the subject line of your email the Position Title and Position Number you are applying for. For questions regarding how to apply please email ucmcareers@ucmerced.edu or call 209-228-8247

If you do not have internet access you may mail your application, resume, and cover letter to: University of California, Merced, 5200 North Lake Rd., Merced CA 95343. Please list the job number on the subject line and email to UCMcareers@ucmerced.edu

The University of California is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, age or protected veteran status.

For the complete University of California nondiscrimination and affirmative action policy see: <http://policy.ucop.edu/doc/4000376/NondiscrimAffirmAct>.

As of January 1, 2014 the University of California, Merced will be a smoke and tobacco free workplace. Information and the Smoke and Tobacco Free policy is available at <http://smokefree.ucmerced.edu>

E-Verify: Effective September 8, 2009, all employers who receive Federal contracts and grants are required to comply with E-Verify, an Internet-based system operated by the Department of Homeland Security (DHS) in partnership with the Social Security Administration (SSA). E-Verify electronically verifies employment eligibility by comparing information provided on the I-9 form to records in the DHS and SSA databases. Certain positions funded by federal contracts/subcontracts requires UC Merced to notify job applicants that an E-Verify check will be conducted and the successful candidate must pass the E-Verify check.

[More Information](#)

For information on the comprehensive benefits package offered by the University of California visit:

<http://ucnet.universityofcalifornia.edu/compensation-and-benefits/>