

**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 work 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 related 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
- ~~Performs other related duties as assigned~~

**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.

**Licenses 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:

*John B. [unclear] 5-21-15*  
*John W. [unclear] 5/21/15*  
*Anna [unclear] 5-21-15*