



JOB DESCRIPTION

Title: Book Store Keeper
Reports to : Senior Finance Officer

Position Summary:

Under the direction of the Senior Finance Officer, the Book Store Keeper will be responsible for managing the daily operations of the book store.

Performance Responsibilities:

Bookstore Keeper will :

- Responsible for the overall management of the school store
- Responsible for the display/arrangement of goods in the store, ensuring neatness and cleanliness of the school store
- Responsible for regular stock taking and ordering of stock for the book store under the direction of the Procurement Officer.
- Responsible for ensuring that there is a regular supply of all stock
- Liaise with the various departments (Advancement Department and Athletics Department) that provide stocks for the school store to ascertain the goods to be purchased.
- Responsible of maintaining an electronic inventory of all goods sold in bookstore
- Responsible for ensuring the accurate pricing of goods sold in the bookstore
- Responsible for assisting customers to the book store in selecting their purchases
- Responsible for the accurate accounting of all monies received for the sale of goods to the Business office

Person Specification

Qualifications:

- Bachelor's degree in any field or working towards a degree



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Experience, Skills and Abilities:

- Experience of managing an inventory database
- Experience of managing accurate manual and electronic filing system
- Experience of providing a front line service to customers.
- Minimum of 2 years' experience in handling cash
- Knowledge of warehouse procedures including methods of proper storage and inventory procedures
- Demonstrated high level interpersonal skills; ability to work collaboratively; flexible, and creative thinker
- Demonstrated proficiency in written and oral communications
- Excellent organizational skills.
- Excellent IT skills

Working conditions

- The Book Store Keeper's role will involve some lifting of supplies and materials from time to time.

LCS Believes:

That each employee makes a significant contribution to our success

That contribution is not limited to the assigned responsibilities.

Therefore this position description is designed to outline primary duties, qualifications and job scope, but not limit the employee or LCS to only the work identified. It is the expectation of the School that each employee will offer his/her services wherever and whenever necessary to ensure the success of our organization.