

MORGAN STATE UNIVERSITY ♦ STUDENT EMPLOYMENT OFFICE

JOB DESCRIPTION

POSITION NAME:	EMPLOYMENT TYPE:				
Sweet Shoppe Team	<input checked="" type="checkbox"/> WORKSTUDY <input type="checkbox"/> COMMUNITY SERVICE <input type="checkbox"/> TUTORIAL <input checked="" type="checkbox"/> CAMPUS EMPLOYMENT				
DEPARTMENT/AGENCY NAME:					
University Student Center					
PURPOSE OF POSITION:					
<p>Under the supervision of the Retail Manager and Assistant Retail Manager, the Sweet Shoppe Cashier works to maintain and advance the Morgan State University Student Center's Sweet Shoppe, which includes but is not limited to the sale of candy, snacks and drinks, and stocking of merchandise.</p>					
TYPICAL DUTIES:					
<ul style="list-style-type: none"> • Communicate with customers, vendors, fellow employees and supervisor(s) in an effective and respectful manner. • Sell and stock the candy, snacks and drinks • Run the appropriate Sweet Shoppe report(s) • Complete other projects as identified by the Retail Manager and Assistant Retail Manager • Minor housekeeping duties (Sweeping, removal of trash) • Replenish napkins, bags and straws <p>Minimum Requirements:</p> <ul style="list-style-type: none"> • Excellent attention to detail, communication and organizational skills. • Ability to handle money. • People skills. <p>Preferred Qualifications:</p> <ul style="list-style-type: none"> • Experience working in retail. • Ability to work well under pressure. 					
OFFICE EQUIPMENT REQUIRED:					
Cash register, adding machine (calculator), credit card and BNC machine, popcorn maker, scale. Walkie Talkie (as appropriate)					
SUPERVISION RECEIVED:					
<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;"><input type="checkbox"/> SUPERVISION REQUIRED</td> <td style="width: 50%; border: none;"><input type="checkbox"/> LITTLE SUPERVISION REQUIRED</td> </tr> <tr> <td style="border: none;"><input checked="" type="checkbox"/> SOME SUPERVISION REQUIRED</td> <td style="border: none;"><input type="checkbox"/> RARELY NEEDS SUPERVISION</td> </tr> </table>		<input type="checkbox"/> SUPERVISION REQUIRED	<input type="checkbox"/> LITTLE SUPERVISION REQUIRED	<input checked="" type="checkbox"/> SOME SUPERVISION REQUIRED	<input type="checkbox"/> RARELY NEEDS SUPERVISION
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CONTACT INFORMATION:					
SUPERVISOR: Michelene Dean					
LOCATION: University Student Center Room 104					
TELEPHONE: (443) 885-1815	FAX: (443) 885-8248				
EMAIL: MICHELENE.DEAN@MORGAN.EDU					

OPENING DATE:	CLOSING DATE:
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