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Follett Corporation3 Westbrook Corporate CenterWestchester, IL 60154 Terms of Use - Privacy Policy '2020-10-11 04:18:51' This position welcomes customers, helps customers with store requests, answers phone calls and/or directs subscribers, tabulates purchases via the transaction register. Use secure money processing procedures and secure transaction practices. Welcome customers and help respond as needed to product and product requests. Responds to phone calls and answers requests or direct calls for permission. Works cash register tabulation operations, accepting payments, giving changes, bag purchases and handling staff or teachers discounts as needed. Runs and closes the register, problems shoots, counts the register, performs cashier audits, etc. Balances of the cash drawer, including checks and credit card receipts and student receipts charge. It follows safe money processing procedures and safe transaction practices when accepting cash payments, making changes, accepting checks and credit card payments, and processing refunds/ransoms. Includes the integrity of the cashier to protect the register and the deposit box. Every day, we test the EAS security system and connect customers who turn off the EAS system, investigating alarms, solving problems and registering EAS activation. Receive, sort and open mail as needed. Can also take outgoing letters to the mailbox or post office. Carry and postpone the inventory; can also pull and pack goods to return to suppliers. Straightens goods, stock shelves, merchandise prices and can help in the creation of displays and signs. You may need a mop, a vacuum, clean shelves and garbage disposal. Make sure stock control tags are removed and/or replaced with products in accordance with company standards as needed. Choose, process and pack delivery orders in line with retail store transactions Fill up for other employees during absence, for breaks and lunches, and during periods of high volume. Can enter data or print simple correspondence, including printing and backup. Take the inventory as needed and may be responsible for ordering common goods (snacks, drinks, newspapers, magazines, etc.). Can provide customer service/sales features for special events (including but not limited to author signing, graduation and sporting events) college does not own or manage campus bookstores. The RFP (bid) is conducted in accordance with the policies and procedures of the Public Procurement Division related to bidding, contracts, contract extensions, etc. being a bookstore operator is Follett's higher education. The point of contact of the college for the bookstore is Heather Pence, Executive Director of Compliance, Compliance, and financial services, HPence@ChattahoocheeTech.edu. College Bookstore: Here's a link to Chattahoochee Tech's college bookstore. We have removed 11 vacancies very similar to those already shown. To see these additional results, you can repeat the search with the vacancies omitted included. Publish your resume - It only takes a few seconds for sample rates to estimate only and do not reflect changes due to discounts, traffic delays or other factors. Actual tariffs can vary. You agree to pay the fare shown when you confirm your request for a trip. If your itinerary or destination changes during your trip, your fare may change depending on the above fares and other applicable taxes, fees, fees and adjustments. In accordance with Lyft's terms of service. Service.

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