

## **RIVERSIDE UNIFIED SCHOOL DISTRICT**

### **CLASS TITLE: INSTRUCTIONAL ASSISTANT-STORE OPERATOR (Range 10)**

#### **BASIC FUNCTION:**

Under the direction of a Special Education Teacher, serve students and staff refreshments during breaks and lunches; sell books and supplies at the store; provide instructional assistance to assigned Special Education students.

#### **REPRESENTATIVE DUTIES:**

Serve students and staff refreshments during breaks and lunches in a timely manner; set-up and prepare for breaks and lunches according to established procedures. *E*

Sell books and supplies at the store. *E*

Provide instructional assistance to assigned Special Education students in areas related to retail business and public relations; train and supervise assigned Special Education students. *E*

Demonstrate activities to Special Education students such as serving and preparing food and pouring drinks; assist students with serving food to others; provide awards to students who have completed training. *E*

Assure compliance with health and safety codes; enforce store policies. *E*

Open and close the store according to established procedures. *E*

Order, receive and stock materials as directed; maintain accurate inventory of supplies and materials. *E*

Prepare a variety of records such as a cash summary report, sales and taxes records, and other as assigned; maintain the store sales book. *E*

Operate various kitchen equipment and appliances including freezers, refrigerator, microwave oven, coffee maker and others; operate a cash register, calculator and copier as assigned. *E*

Receive monies and make deposits according to established procedures. *E*

Update prices and menus and reprogram the register as needed.

Perform related duties as assigned.

#### **KNOWLEDGE AND ABILITIES:**

##### **KNOWLEDGE OF:**

Health and safety regulations related to store operations.

Policies and objectives of assigned program and activities.

Interpersonal skills using tact, patience and courtesy.

Record-keeping techniques.  
Inventory methods and practices.  
Proper methods of storing equipment, materials and supplies.  
Operation of various kitchen, cashiering or office equipment.

**ABILITY TO:**

Serve students and staff refreshments during breaks and lunches.  
Sell books and supplies at the store.  
Provide instructional assistance to assigned Special Education students.  
Observe health and safety regulations.  
Maintain records and prepare reports.  
Establish and maintain cooperative and effective working relationships with others.  
Communicate effectively both orally and in writing.  
Operate various kitchen, cashiering or office equipment.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school and three years experience in working with school-age children in an organized setting.

**LICENSES AND OTHER REQUIREMENTS:**

Satisfactory completion of the California High School Proficiency Examination (Basic Skills Assessment Test).

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Indoor environment.

**PHYSICAL ABILITIES:**

Standing for extended periods of time.  
Seeing to monitor students.  
Kneeling or crouching to stock products.  
Dexterity of hands and fingers to operate a cash register and other assigned equipment.  
Hearing and speaking to exchange information and provide work direction to students.