

Bookstore Assistant

Department: GFC Bookstore & Cafe

Employer: Great Falls College MSU

Job Description:

Provide outstanding customer service to bookstore patrons. All work-study employees must be able to perform the following duties: stocking books and general merchandise, filing, receiving, counting and inventory merchandise, and prepare returns to vendors. Assist with preparing food in the kitchen and beverages on the espresso bar while using safe food handling practices at all times. Cash handling required. Complete special projects and perform other duties as assigned.

Qualifications:

High degree of understanding of customer service or willingness to learn; computer skills preferred. Ability to have fun and work in a team environment.

Contact: Steve Halsted or Courtney Brooks

Phone: 406-771-4367

Email: shalsted@gfcmsu.edu or cbrooks@gfcmsu.edu