



GLENBROOK HIGH SCHOOL DISTRICT 225
3801 W LAKE AVENUE
GLENVIEW, IL 60026

Student Worker - Bookstore Job Description

Department: Bookstore
Location: GBN/GBS
FLSA Status: Non-Exempt
Unit Classification: Student Workers
Wage Classification: Category I
Supervisor: Bursar Manager

Position Summary

The Bookstore Student Worker is responsible for supporting the overall operations of the bookstore and providing customer service to students, staff, and visitors. Reporting to the Bursar Manager, this role assists with sales transactions, resource distribution, and general store support. Student workers collaborate with bookstore staff to maintain efficient daily operations, address customer needs, and maintain and encourage a positive atmosphere that supports a cooperative and efficient work environment while keeping the needs of the students and staff a priority.

Education and/or Experience and Qualifications

1. Strong orientation toward providing customer service, including strong communication abilities.
2. Proficiency in computers and Point of Sale systems preferred.
3. Applicants must be current Glenbrook students and maintain satisfactory academic progress.

Essential Functions

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1. Operate cash registers and facilitate transaction processing for customers utilizing the Point of Sale system.
2. Assist customers with their purchases, need for instructional materials, and address daily loaner requirements via the use of an iPad or laptop.
3. Evaluate student Chromebook issues as necessary.
4. Reconcile received shipments and assist with bookstore inventory.
5. Answer telephone calls to support staff coverage.
6. Perform additional duties as assigned by the Bursar Manager.

District, School, and Department Culture

1. Models mutual respect; integrity; professionalism; multicultural awareness;

gender, racial, and ethnic equity; and the values, beliefs, and attitudes that inspire others to perform to their highest potential.

2. Recognizes and respects divergent opinions and respects the role of others.
3. Communicates and promotes high expectations for all work performed.
4. Carries out all responsibilities and functions in a professional and ethical manner.

Skills Required

To perform this job successfully, an individual must demonstrate satisfactory performance in each essential duty. The requirements listed below represent the skills and abilities required for this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Possess interpersonal, organizational, and problem-solving skills to make sound decisions with little or no direction.
2. Ability to prioritize daily workload and model flexible, logical, and reflective behavior.
3. Ability to be sensitive and confidential in the management of parents, students, and teachers' needs and issues, displaying diplomacy and tact in all interactions
4. Ability to speak to the public in person, over the phone, and in writing with integrity and clear direction.
5. Possess basic knowledge in word processing, spreadsheets, database entry, and Google applications.
6. Capacity to learn and become proficient with new computer software as needed, with minimal guidance.
7. Ability to read procedure manuals and operating instructions.
8. Ability to troubleshoot office equipment and minor computer issues.
9. Demonstrate an aptitude for the work to be performed.
10. Strong orientation toward providing customer service.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

1. While performing the duties of this job, the employee is regularly required to stand, sit, walk, talk, and listen.
2. The employee is frequently required to stand, walk, operate office and computer equipment, reach with hands and arms, and frequently repeat actions with the same hand, arm, or finger motion, such as when entering data at a computer.
3. Specific vision abilities required by this job include close vision and the ability to adjust focus. In addition, the ability to withstand the long-term use of computer monitors is required.
4. The employee may occasionally lift and move up to 30 pounds, such as file boxes.

Work Environment

The work environment may vary in noise level and be fast-paced with frequent interruptions. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Adopted - March 21, 2023

Revised - September 5, 2025