

ANTELOPE VALLEY COLLEGE

Director of Auxiliary Services

(Reclassification approved: 9/2/14)

CMS Range 33

BASIC FUNCTION:

Under the direction of the Executive Director of Business Services/Chief Business Official, plan, organize and direct the district's auxiliary services including the Performing Arts Theater, college bookstore, food service and catering, concessions, and vending machine; and supervise and evaluate the performance of assigned personnel.

REPRESENTATIVE DUTIES:

E = denotes essential elements of the position

- Plan, organize and direct the district's auxiliary services including the Performing Arts Theater, college bookstore, food service and catering, concessions, and vending machine operations. (E)
- Supervise the Manager of the Performing Arts Theater.
- In collaboration with the Manager of the Performing Arts Theater, coordinate the planning, organizing, scheduling, and operation of events at the Performing Arts Theater.
- Plan, organize and direct the operation of the College Bookstore to provide optimum service to the college and community and assure profitability; confer with administrators, faculty, staff and students to determine requirements for books and supplies and to formulate management policies. (E)
- Oversee and participate in ordering bookstore supplies, textbooks and other items; distribute book lists, purchase items for the district that are not stocked by the warehouse. (E)
- Establish prices and conduct and maintain inventories; supervise the organization, advertising, display and sale of merchandise; evaluate needs and determine addition of new supply items and discontinuance of existing items. (E)
- Forecast sales and expenditures, staffing and equipment needs; and prepare annual budget. (E)
- Select, train and supervise bookstore and cafeteria employees and student assistants; prepare work schedules; check and approve expenditures for salaries, equipment and merchandise; approve and reject payments to vendors. (E)
- Negotiate and supervise the return of merchandise to suppliers and the resolution of problems on orders; supervise the repurchase and sale of used textbooks. (E)
- Supervise the preparation of correspondence, cash reports, deposits, financial statements, bookstore and cafeteria accounting records, timesheets and other record-keeping; prepare State and federal sales tax reports. (E)
- Direct the operation of the cafeteria, and catering services; hire cafeteria employees; perform periodic audits of cafeteria change funds; purchase equipment and prepare work orders for needed repairs. (E)
- Develop bid specifications, bid and select suppliers for snack and soda vending operations; assure compliance with terms of vendor contracts including annual scholarships and foundation donations. (E)
- Assist in the financial planning of banquets and special events; negotiate and enter into contracts with outside vendors. (E)
- Purchase and oversee bookstore, and vending machine operations; remove money from machines; resolve complaints regarding vending machines; authorize change in number or location of machines and price increases. (E)
- Provide a variety of information related to the Performing Arts Theater, cafeteria, bookstore, catering and vending operations; respond to and resolve customer complaints, concerns and related issues. (E)
- Perform related duties as assigned.

KNOWLEDGE OF:

- Merchandising and retailing principles and practices.
- Purchasing principles and practices.
- Sources of supply for college textbooks, supplies and related merchandise.
- Student texts, supplies and related sundries.
- Retail accounting, stock control and inventory procedures.
- Financial and business record-keeping principles, methods and procedures.
- Principles and practices of administration, supervision and training.
- Budget preparation and control.
- Health Code provisions related to food service.
- Principles and practices of quantity food preparation, serving, and storage.
- Cafeteria and vending equipment.

- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.

ABILITY TO:

- Plan, organize, and direct the College's auxiliary services including the Performing Arts Theater, bookstore, food service, catering and vending machine operations.
- Plan, organize and direct the daily operations of a retail bookstore.
- Plan and direct the maintenance of financial and business records.
- Supervise, train and schedule the work of assigned personnel.
- Maintain store records and a bookkeeping system.
- Purchase a wide variety of supplies and materials and establish prices.
- Analyze financial data and prepare reports, forecasts and recommendations.
- Analyze situations accurately and adopt an effective course of action.
- Establish and maintain cooperative relationships with faculty, administrators, students and the public.
- Assemble data and prepare required reports.
- Communicate effectively both orally and in writing.
- Plan and organize work.
- Observe health and safety regulations.

EDUCATION AND EXPERIENCE: Any combination equivalent to graduation with a:

- Bachelor's degree in business administration, retail management or closely related field **and** five years experience in retail sales and purchasing, including at least one year of managerial experience in a college bookstore and large food service operation; **OR**
- Associate Degree **and** two years of experience in the related area **and** five years of experience in retail sales and purchasing, including at least one year of managerial experience in a college bookstore and large food service operation.

ENVIRONMENT:

- Office environment.
- Retail outlets.
- Kitchen and cafeteria.
- Performing Arts Theater.

PHYSICAL DEMANDS:

- Dexterity of hands and fingers to operate a computer keyboard.
- Lifting moderately heavy objects.