



# MAINE TOWNSHIP HIGH SCHOOL DISTRICT 207

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Dr. Kenneth Wallace  
Superintendent

Administration Center  
1177 South Dee Road  
Park Ridge, Illinois 60068-4398  
(847) 696-3600  
FAX (847) 696-3254

November 2, 2017

## **Job Vacancy Notice Maine West High School Bookstore Assistant**

### ***ESSENTIAL DUTIES AND RESPONSIBILITIES:***

- Assist the Bookstore Manager in:
  - Receiving, identifying, issuing, collecting, and taking inventory of all instructional materials
  - Preparing summaries and reports on daily, monthly, and annual basis or as required
  - Preparing daily bank deposits
  - Issuing accounts for all cash boxes needed for extra-curricular activities and fund raising projects
- Maintaining confidentiality of information regarding students, staff, parents & school issues
- Provide a welcoming atmosphere for students, staff, parents and community
- Perform responsibilities in an ethical and professional manner
- Maintain punctual and regular attendance
- Ability to demonstrate the following core values: integrity, confidentiality, high expectations, commitment, respect, dedication to teamwork and passion for a student centered environment
- Performs other related duties as assigned

### ***QUALIFICATIONS & SKILLS:***

- Must possess high school diploma or equivalent and two years of experience in bookkeeping
- Microsoft Excel and Google Applications proficiency
- Must possess ability to operate cash register, credit card machine calculator, and computer
- Must possess a working knowledge of accounting and bookkeeping procedures
- Must possess necessary managerial and organizational skills while working with patrons, students and staff of the district
- Good communication & customer service skills
- Highly organized and efficient in time management
- Ability to: perform well without close supervision, handle complaints & multi-task
- Attention to details
- Supervisory ability
- Must be able to push, pull or lift up to 50 pounds

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**SALARY & BENEFITS:**

- Level 3B/201 paid days
- \$19.59 hour/\$30,516 annually
- Medical & dental insurance
- Paid term life insurance policy equal to annual base salary
- 13 paid holidays
- IMRF pension - employees vested after 10 years of employment
- 12 sick days

**HOURS:**

7:00 am - 3:30 pm, Monday through Friday

**WORKING CONDITIONS:**

Exposure to video display terminals occurs on a regular basis.

**TO APPLY:**

Interested candidates should send a letter of interest and resume to Mr. David Matkovic, Associate Principal at [dmatkovic@maine207.org](mailto:dmatkovic@maine207.org) and must also complete the online application at [www.generalasp.com/D207/onlineapp/](http://www.generalasp.com/D207/onlineapp/)

**APPLICATION DEADLINE:**

Friday, November 17, 2017

***As a matter of policy, the race, color, religion, national origin, ancestry, age, sex, sexual orientation, marital status, handicap, disability, unfavorable discharge from military service, or any other unlawful basis of discrimination, including harassment as defined and provided by the Illinois Human Rights Act and all other applicable state and federal laws shall not be considered either a qualification or disqualification of any applicant.***