

**RIVERSIDE COMMUNITY COLLEGE DISTRICT  
CLASSIFIED POSITION DESCRIPTION**

**JOB TITLE:** Cosmetology Clerk

**BASIC FUNCTION:** Under the supervision of the area Vice President, performs cosmetology, including issuing supplies, performing clerical duties pertaining to the maintenance and record keeping of inventories.

**PROVIDES WORK OR LEAD DIRECTION TO:** Not applicable – no permanent full-time staff to supervise.

**REPRESENTATIVE DUTIES:**

1. Prepares organizes, distributes instructional supplies in coordinated classroom instruction.
2. Prepares, organizes, distributes instructional equipment for classroom instruction according to state mandated guidelines.
3. Prepares and maintains inventory of equipment and supplies as outlined in department policy and state mandates.
4. Organizes stockroom for efficiency in storage and distribution of instructional supplies.
5. Monitors and makes recommendation to director and staff on supplies and equipment.
6. Prepares requisitions for instructional supplies and equipment.
7. Verifies purchase orders accuracy and corresponds discrepancies with vendors.
8. Researches and negotiates commercial agreements with instructional supply vendors.
9. Maintains and generates electronic inventory reports, budget and financial reports of instructional supplies upon request of director and staff.
10. Monitors necessary maintenance and repair of equipment.
11. Copies and scans various reports, texts and files.
12. Performs routine clerical duties and data entry when necessary.
13. Adheres to departmental rules and regulations.
14. Participates in District-provided in-service training programs.
15. Maintains a friendly, supportive atmosphere for students, staff, faculty, and the public.
16. Performs other duties, related to the position, as assigned.

**EDUCATION:** Graduation from high school or GED equivalent is required.

**EXPERIENCE:** Cosmetology salon management or Cosmetology school experience, including purchasing of supplies and equipment is required.

**LICENSE/CERTIFICATIONS:** A valid State of California Cosmetology license, or eligible to obtain license within one year of hire, is required.

**KNOWLEDGE OF:** State Board of Cosmetology (California) procedures.

**ABILITY TO:** Keyboard at an acceptable rate of speed; generate electronic reports, work with cosmetology personnel in lab as prescribed by the State Board of Cosmetology; organize and plan the workload; establish and maintain effective working relationships with others.

**OTHER:** Candidate must demonstrate clear evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students, staff, and the community.

**CONTACTS:** Faculty, staff, patrons, and students.

**WORKING CONDITIONS:** Normal classroom/business environment.

The Riverside Community College District is an equal opportunity employer and recognizes the need to provide reasonable accommodations to employees with disabilities. For more information, contact (951)222-8039.