

CARDIGAN MOUNTAIN SCHOOL

School Store and Mailroom Manager



Overview

Cardigan Mountain School—founded in 1945—is a junior boarding and day school for boys in grades six through nine, located in Canaan, New Hampshire. The School seeks to employ individuals who will share our commitment to supporting the School’s Mission: To offer a close-knit community that prepares middle school boys—in mind, body, and spirit—for responsible and meaningful lives in a global society. Cardigan Mountain School offers competitive salaries and benefits in a rewarding work environment, and does not discriminate on the basis of race, color, creed, handicap, sexual orientation, or national origin in the administration of its educational policies or any other program governed by the School.

The Position

The School Store and Mailroom Manager is a full-time, full-year role, overseeing the day-to-day operations of the on-campus school store and mailroom. This position oversees all operations of a self-sustaining store, including ordering items, managing inventory, and overseeing sales. This position also oversees the operations of the mailroom, managing outgoing mail from community members and departments, as well as distributing incoming mail appropriately. This position is a salaried role, reporting to the CFO/Assistant Head of School.

Responsibilities

The following tasks are assigned to this position:

School Store

The School Store Manager is responsible for all day-to-day and strategic operations of our on-campus school store. These responsibilities include:

- Identify, order, and procure all supplies, clothing, food, and other items to support the needs of our student body, on-campus faculty, departments, and parents.
- Establish appropriate pricing of items to support costs.
- Manage vendors to support timely procurement of items, seeking the highest value for Cardigan and the community.
- Track and manage inventory to minimize waste and make best use of available retail and storage space. As part of this responsibility, an accurate inventory list will be provided to the Business Office on an annual basis.
- Oversee the point of sale system, including managing item and student databases, and managing all transactions through the system.
- Manage the student bank, distributing petty cash to students from their accounts.
- Maintain an orderly, functional, and attractive retail store.
- Track and plan for identified long-term, strategic needs.

THE PROCESS

If interested in this position, please send a résumé, letter of interest, and contact information for three references to Stephen Solberg, CFO at ssolberg@cardigan.org. We will be reviewing résumés on an as-received basis and will set up on campus interviews as appropriate.

No phone calls please. We prefer electronic attachments rather than paper. An onsite interview is required. Criminal background checks are performed on all new hires.

Cardigan Mountain School is an equal opportunity employer, and will not discriminate, or tolerate discrimination, against any employee or applicant in any manner prohibited by law.

CONTACT

Stephen Solberg

CFO/Assistant Head of School

ssolberg@cardigan.org

Responsibilities (continued)

Mailroom

The Mailroom Manager is responsible for all of the day-to-day operations of our on-campus mailroom. These responsibilities include:

- Manage the daily outgoing mail. Oversee and operate the on-site postage machine, and utilize online tools to appropriately coordinate the timely shipping of outgoing mail and packages to domestic and international locations.
- Receive packages and mail from various providers (i.e., USPS, UPS, FedEx, etc.) and coordinate their distribution in a consistent, orderly, and timely manner.
- Manage the assignment of student mailboxes and the distribution of mailbox security codes.

Qualifications

The ideal candidate will possess the following qualifications:

- Have previous experience in a retail management role.
- Be proficient in Google Apps (Mail, Calendar, and Docs), Microsoft Office programs, online tools to manage orders. Experience with Odin (POS) system would be ideal.
- Be able to interact with all members of the Cardigan community in a fast-paced environment, while remaining flexible, positive, proactive, resourceful, and efficient. Excellent written and oral communication skills, problem-solving skills, and attention to detail are equally important.
- Associate's degree preferred.
- A commitment to customer service and a high level of professionalism and confidentiality.
- The ability to work both independently and as a team player.
- The ability to multi-task.
- The willingness and ability to represent Cardigan Mountain School professionally. Some weekends and evenings will be required, though there is room for flexibility in schedule.