



Position Title:	Clothes Closet Coordinator
Position Status:	Part-time (mid-August to mid-June)
FSLA Classification:	Exempt
Reports to:	School Store Manager

### Position Purpose

The Clothes Closet Coordinator oversees and is accountable for the operation of the Clothes Closet, SCH Academy's resale store, ensuring maximum sales through merchandise and inventory control. Approximate hours for Clothes Closet are from Wednesday to Saturday beginning the week prior to the annual start of school and closing at the end of the Academy Year and are closed during Winter and Spring break.

### Essential Functions

- Ensures that each guest receives outstanding customer service by providing a friendly environment which includes greeting and acknowledging every guest and maintaining outstanding standards.
- Prepares all donations for display including unpacking, hanging, and pricing.
- Monitors inventory levels.
- Arrange for the unsold items to be picked up/removed from the store.
- Completes all sales transactions accurately and efficiently as to maintain proper accountability.
- Works with the school's Parents Association to increase the volunteer pool, the store visibility, and donations.
- Send emails to customers and the communications department to promote the store.
- Assists in monitoring sales performance.
- Adheres to all SCH policies and procedures.
- Oversees store housekeeping.
- Other duties as assigned by the supervisor.

### Qualifications

- Minimum high school diploma or GED required.
- Retail experience preferred.
- Must demonstrate computer competency.
- Ability to operate and use all equipment necessary to run a store.
- Ability to learn and adopt new technologies as they are introduced.
- Excellent interpersonal skills demonstrated by the ability to communicate and work effectively with all school constituencies including a large number of volunteers.
- Able to work Wednesday-Saturday, three to four hours a day when the store is open plus additional hours for prep. work.

### Physical Requirements and Work Environment

- Must be able to move and handle merchandise throughout the store generally weighing 0-30 pounds.
- Must be able to stand for prolonged periods of time.
- Must be able to work primarily in a traditional climate-controlled store environment.

### Application Procedures

Interested candidates, please **e-mail** a cover letter, resume, and contact information for three references to [careers@sch.org](mailto:careers@sch.org).

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