



Position Title:	School Store Assistant
Position Status:	Part-time - 15 hours/week, August-June
FSLA Classification:	Non-Exempt
Reports to:	School Store Manager

Position Purpose

The School Store Assistant supports the school store manager in ensuring maximum sales through merchandise and inventory control. The assistant also supports the manager in making sure all books/supplies are received by the teachers/students throughout the school year.

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.
- Completes transactions accurately and efficiently to maintain proper accountability.
- Oversees display presentations, helps in receiving and folding inventory and helps monitor inventory levels.
- Assists in all outdoor events which may require some evenings or weekends.
- Assists in book/supply purchasing and receiving during the summer.
- Moves potentially heavy boxes with merchandise and books in and around the store.
- Adheres to all SCH policies and procedures.
- Attends to 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 some volunteers.
- Ability to work varied hours/days to oversee store operations.

Physical Requirements and Work Environment

- Must be able to move and handle merchandise/books throughout the store generally weighing 0-40 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.

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