



## **POSITION POSTING**

### **CASHIER- BOOKSTORE AND SNACK BAR**

Open Immediately

#### **OUR SCHOOL**

The Governor's Academy, the oldest boarding school in New England, inspires and engages inquisitive students in ninth through twelfth grade. Our 456-acre campus is located thirty miles north of Boston and five miles south of Newburyport, a classic New England coastal town. Gova has approximately 400 students and 250 employees.

Gova faculty and staff are committed to creating and cultivating an intentionally diverse and inclusive community that allows students to learn from each other's unique backgrounds and experiences, discover their passions, use their unique voices, and achieve academic and co-curricular excellence. We welcome applications from candidates of all backgrounds.

Adults in our community are professionals who appreciate individuality, collaboration, and service to others—all so that we can go far together.

#### **POSITION SUMMARY**

Accurately and efficiently manage transactions using a variety of payment methods with customers. May be assigned to work in the school store (Bookstore) or snack bar (Grille) based on departmental needs.

#### **ESSENTIAL JOB DUTIES AND RESPONSIBILITIES**

- Manage transactions with customers using cash registers
- Scan goods and ensure pricing is accurate
- Collect payments using a variety of payment methods
- Resolve customer issues, guide them and provide relevant information
- Greet customers when entering or leaving the store
- Maintain clean and tidy checkout areas, restock merchandise
- Bag, box, or gift-wrap packages
- Handle merchandise returns and exchanges
- Stock items in coolers and shelves as needed.
- Open the store/grille for special events/functions such as parents' weekend, sporting events, reunion weekend, and registration day(s) for the opening of school, etc.
- Balance the cash drawer at the end of the day.
- Hand out student packages and mail them when assigned in the school store.

#### **QUALIFICATIONS AND SKILLS REQUIRED FOR THE POSITION**

- High school diploma preferred.
- Prior experience with operating a computerized cash register is preferred but not required.
- Able to efficiently process cash and credit transactions.

- Excellent organizational, interpersonal, and communications skills.
- Excellent computer skills, including Google Suite and Microsoft Office.
- Must be a self-starter, capable of working with minimal supervision.
- Must be able to work collegially; must be committed to working in a diverse community and have the ability to communicate effectively with diverse populations; must enjoy working with young people in a boarding school environment.
- A demonstrated interest in social justice, equity, diversity, and inclusion work and is willing to participate in professional development related to justice, equity, diversity, and inclusion work.

## **HOURS**

This is a part-time 9-month position during the academic year. Evenings and weekends are required.

## **SUPERVISION RECEIVED**

Reports to the director of auxiliary services

## **PHYSICAL DEMANDS**

- Must be physically and mentally capable of performing multiple tasks and able to function in a fast-paced environment.
- This position may require lifting, bending at times, and climbing stairs.

## **TO APPLY**

To apply for the Cashier - Bookstore and Snack Bar position, please click [here](#).

## **STATEMENT OF SCHOOL VALUES**

As an educational community, the Academy has an administration, a faculty, and a student body committed to learning. We pursue this commitment in a dynamic environment that fosters lifelong intellectual independence, responsibility, teamwork, service, and respect for others. We are committed to creating and maintaining a diverse and inclusive community that is physically and emotionally healthy.

Applicants for employment are considered without regard to race, color, religion, sex, pregnancy or a condition related to pregnancy, sexual orientation, gender identity, national origin, ancestry, genetic information, age, physical or mental disability, status as a veteran or being a member of the Reserves or National Guard, military service, application for military service, or any other category protected under state or federal law. Please notify us if you wish to request a reasonable accommodation to complete this application, interview for the position, or otherwise participate in the hiring process. We will consider all such requests in accordance with applicable law.

THE GOVERNOR'S ACADEMY  
1 ELM STREET  
BYFIELD, MA 01922

[THEGOVERNORSACADEMY.ORG/CAREERS](http://THEGOVERNORSACADEMY.ORG/CAREERS)

