



**Position Title:** School Store Assistant &  
Clothes Closet Coordinator  
**Position Status:** Part-time, 12 months  
**FLSA Classification:** Non-Exempt  
**Reports To:** Director of Retail  
Operations and Procurement

### **Position Purpose**

The School Store Assistant supports the Director of Retail Operations and Procurement in ensuring maximum sales and inventory control. The assistant also supports the Director in ensuring all books/supplies are received by the teachers/students throughout the year. In the role of Clothes Closet Coordinator, this individual will oversee and will be accountable for the operation of the Clothes Closet, SCH Academy's resale store, ensuring maximum sales through merchandise and inventory control.

### **Essential Functions**

- Ensures that each guest receives outstanding customer service by providing a friendly environment which includes greeting and acknowledging every guest, being well-informed about inventory and maintaining outstanding standards.
- Completes transactions accurately and efficiently.
- 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 and throughout the school year.
- Moves potentially heavy boxes with merchandise and books in and around the store.
- Attends to store housekeeping, including vacuuming the spaces on an as-needed basis.
- Other duties as assigned by the Director of Retail Operations and Procurement.

### **Clothes Closet Coordinator Only**

- Balances daily and weekly sales to maintain proper accountability.
- Prepares all donations for display including unpacking, hanging, and pricing.
- Monitors inventory levels.
- Arranges for the unsalable items to be picked up/removed from the store.
- Ensures there are adequate volunteers to support the Clothes Closet operations.
- Sends emails to customers and the communications department to promote the store.

### **Qualifications**

- Retail experience preferred.
- Minimum high school diploma or GED required.
- 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.
- For the Clothes Closet: availability to work Wednesday-Saturday, three to four hours a day when the store is open plus additional hours for prep work.
- Demonstrates sensitivity, knowledge, and understanding of the diverse backgrounds of community members with a continuous focus on healthy relationship building.

### **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 Procedure**

Candidates must upload a cover letter, resume, and information for three references through our online platform. Please follow [this link](#) to apply.

*Springside Chestnut Hill Academy is an Equal Opportunity Employer.*