CHARLOTTE CHRISTIAN SCHOOL
veritas tota | homini toti

School Store Manager (Part-Time)

7301 Sardis Road – Charlotte, NC 28270 – (704) 366-5657 – (704) 366-5678 Fax – www.charlottechristian.com

Reports to: Graphic Designer & Brand Manager

Hours: 10-15 hours per week; some evenings required due to on campus events
Position starts mid-January 2027.
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General Qualifications:

1. Evidence of a mature personal Christian faith consistent with the Charlotte Christian Statement of Faith.
2. Evidence understanding of and a commitment to the distinctive qualities of Christian education as well as the mission of Charlotte Christian School.
3. High School Diploma required.
4. Should be outgoing, friendly and enjoy working with the public.
5. Previous retail or customer service experience, with sales and inventory is preferred.
6. Evidence of strong organizational, communication, interpersonal and technology skills.

Primary Responsibilities:

The ideal candidate will:

1. Manage staffing to support school store hours (weekly regular hours and special event hours).
2. Train volunteers on technical and customer service skills.
3. Manage product inventory to support store inventory and online ordering.
4. Order merchandise in a timely fashion to support inventory needs.
5. Consult with CCS Communications team to design base product line and create supplemental seasonal Lines.
6. Process, package and deliver online orders.
7. Manage in-store merchandising (stock shelves, counters or tables, set up displays and arrange merchandise to promote sales.
8. Ensure that store merchandise is tagged with pricing information.
9. Treat each customer interaction and question as an opportunity to enhance the Charlotte Christian experience.
10. Other duties as assigned.

Personal and Professional Profile:

The ideal candidate will:

1. Be a born again Christian exhibiting a close personal walk with Jesus Christ modeling an exemplary Biblical lifestyle.
2. Evidence and a general willingness to learn and grow.
3. Evidence of strong communication skills, both written and verbal.
4. Possess a strong attention to detail and accuracy.
5. Demonstrate adeptness at problem solving and conflict resolution.
6. Evidence of strong organizational skills and ability to finish tasks in a timely manner.
7. Demonstrate emotional maturity and stability in dealing with the challenges of life and school.
8. Evidence of the ability to maintain confidentiality pertaining to school matters.
9. Evidence of the ability to work collaboratively within a team.
10. Possess strong computer skills and familiarity with appropriate technology.
11. Have the ability to present a positive image of the school to others and to the community.

Mission Statement: Charlotte Christian School is a Christ-centered, college preparatory school, equipping and developing students to effectively integrate Biblical Truth and learning into their daily lives and to impact the culture for Christ.