

Job Description

Updated October 2018

The mission of Sioux Center Christian School is to disciple God's children by equipping them with a knowledge and understanding of Christ and His creation so that they can obediently serve God and others as they work and play.

TITLE:	School Store Manager
REPORTS DIRECTLY TO:	Director of Development and Promotions
SUPERVISES:	Volunteers, Assistant Manager
EVALUATION:	Performance on the job will be evaluated by the director of development and promotions in terms of this job description.

ESSENTIAL REQUIREMENTS:

1. Display basic technology and accounting knowledge and skills.
2. Display advanced business and retail knowledge and skills.
3. Demonstrate a personable attitude and the ability to develop relationships with volunteers and customers.
4. Skills in collaboration, organization, management, and leadership.
5. Ability to effectively work and communicate with others.
6. Work well independently and as a team player.
7. Support and fulfill the mission of Sioux Center Christian School.
8. Demonstrate a love of serving others, of SCCS, and of Reformed Christian education.

ESSENTIAL RESPONSIBILITIES:

1. Manage and supervise all aspects and operations of the school store.
2. Provide a welcoming and friendly atmosphere in the school store.
3. Reconcile monthly financial statements.
4. Maintain accurate inventory and financial records and reports.
5. Set up and maintain an accounting system and a point of sale system.
6. Define and implement all store policies and processes.
7. Provide monthly financial reports to the director of development and promotions.
8. Bid on/purchase clothing pallets and purchase banana boxes.
9. Receive and offload pallets from trucks.
10. Inspect, sort, and organize clothing product.
11. Price items and put onto display racks.
12. Operate the cash register during open hours.
13. Sell items during open hours.
14. Process customer returns.
15. Promote the store and items on Facebook and other marketing avenues.
16. Manage the assistant. Recruit, schedule, and manage volunteer labor. Train the assistant and volunteer labor.
17. Partner with the school store advisory team as needed.