

Columbia Academy

Job Description

Dawg House Campus Store Manager

Columbia Academy is associated with churches of Christ and governed by religious tenets. The Academy is seeking staff applicants who are active members of a congregation of a church of Christ. The Academy complies with all applicable federal and state nondiscrimination laws and does not engage in prohibited discrimination on the basis of race, religion, sex, age, color, national or ethnic origin, or disability in the administration of its employment practices.

TITLE: DAWG HOUSE CAMPUS STORE MANAGER

REPORTS TO: CFO

PAYROLL STATUS: SALARY EXEMPT, PART-TIME, TWELVE MONTH

PURPOSE AND SCOPE OF THE POSITION

The Dawg House Campus Store Manager reports to the CFO and oversees all campus store operations. The Manager will be solely responsible for planning and coordinating all activities of the school store selling spirit wear, school supplies and gear, candy and snacks and other related items.

MAIN RESPONSIBILITIES AND JOB TASKS

1. Ensure that the Dawg House is open and operating on a consistent basis as agreed upon with the administration. This will typically include three openings per week for two hours each.
2. Schedule and supervise all workers for the Dawg House.
3. Account for, maintain and safeguard all Dawg House inventory and supplies.
4. Establish retail prices for merchandise based on best practices and negotiate with vendors to assure the lowest cost prices and timely delivery of purchased products.
5. Recommend major item and price changes to the CA administration.
6. Account for the assets, liabilities, sales and expenses from the Dawg House operation, including the monthly reconciliation of the Stores' checking account.
7. Manage online store website and fulfill all online orders.
8. Manage the store's social media accounts including making weekly posts on Facebook and Instagram.
9. Complete necessary IRS and State filings including, but not necessarily limited to, monthly sales tax reports.
10. Keep the Dawg House clean, organized, and neat in appearance.
11. Deliver excellent service to customers to ensure high levels of satisfaction.
12. Coordinate with Director of Marketing so updates and changes with the Dawg House are reflected in the Bulldog News and other school communications.
13. Coordinate with school administration for special events.
14. Report any problems or difficulties with performance of the above-mentioned services immediately to the CA administration.
15. Abide by all school policies, including, but not limited to, the faculty-staff handbook.

KEY COMPETENCIES

1. The ideal Manager shall
 - Have earned a college degree
 - Have prior management experience in a retail environment
 - Have general knowledge of computer programs including the ability to operate computerized word processing programs and e-mail at a highly proficient level
 - Have a knowledge of Columbia Academy and a strong belief in its mission
2. The Manager must demonstrate the following skills
 - Exhibit a personality that demonstrates interpersonal skills to relate well with store customers, CA employees and students.
 - Effective verbal and written communication skills
 - Attention to detail and a high level of accuracy
 - Ability to schedule tasks, prioritize responsibilities and work efficiently
 - Ability to work independently, anticipate work needs and follow through with minimum direction
 - Strong leadership and customer management abilities
3. The Manager must demonstrate the following personal attributes
 - Be completely honest, trustworthy and dependable
 - Possess cultural awareness and sensitivity
 - Be flexible
 - Demonstrate sound work ethics
 - Exhibit a positive and upbeat attitude while working in a retail environment

WORKING CONDITIONS

The Dawg House Campus Store Manager's work may often occur during non-typical hours. He/she may spend a significant period of time sitting and using office equipment and computers, which may cause muscle strain. He or she may need to lift or move supplies, materials, or other items. The Manager must also interact with students, employees, parents, and other school supporters on a regular basis.