THE VILLAGE SCHOOL
A NORD ANGLIA EDUCATION SCHOOL

JOB TITLE: Campus Store Personnel

POSITION SUMMARY / JOB GOALS: The Village School located in West Houston in the energy corridor is seeking a part-time Store Clerk to work in the campus store. This person will be responsible for performing sales, customer assistance, processing of merchandise and other clerical duties in the campus store. Qualified candidates will have great service skills, a high school diploma and proven record of work/school attendance.

QUALIFICATIONS / TRAINING:

- High school diploma
- Proficient in MS Office and Outlook
- Ability to handle money responsibly
- Excellent customer service and communication skills

EXPERIENCE / KNOWLEDGE:

- Thorough understanding of cash handling procedures
- Skilled in using scanners and computers to enter cash and billing information
- Attention to detail
- Establish and categorize prices of goods

ATTRIBUTES:

- Perform basic math functions to collect payments and make change
- Operate registers, scanners, credit card terminals
- Memorize product locations throughout the store and be able to direct customers or make suggestions
- Handle exchanges and refunds in efficient manner
- Maintain accurate cash drawer

REPORTS TO / EVALUATED BY: Campus Store Manager

DIRECT REPORTS: N/A

MAJOR RESPONSIBILITIES AND DUTIES:

- Assist customers with purchases
- Price and shelve merchandise
- Sell merchandise, collecting, processing, and/or disbursing cash and credit card charges
- Prepare displays of merchandise and assist with relocation of stock
- Assist in maintaining inventory control records providing a list of low stock items for reorder and items in need of elimination
- Opens and/or closes store - counting cash drawer, shutting down computer system and cash registers
- Perform assigned responsibilities, duties, and tasks according to established practices, procedures, techniques, and standards in a safe and efficient manner and with minimal supervision
- Adjustment of hours involving evening and/or weekend work may be required

- Periodically clean retail fixtures to assure professional image of campus store
- Perform other related duties and responsibilities as assigned

VILLAGE BELIEVES THAT EFFECTIVE EMPLOYEES ARE:

- Accountable - Establishes a high performing culture and accepts accountability for organizational performance.
- Strategic - Leads opportunity and is committed to continuous improvement aligned with the organizational vision and direction.
- Collaborative - Works collaboratively with others to achieve organizational outcomes
- Entrepreneurial - Creates organizational value for diverse stakeholders and achieves commercial success.
- Enabling - Drives excellence through valuing and developing others
- Agile - Achieves personal and organizational success within a changing, dynamic and complex environment
- Resilient - Demonstrates personal resilience within a demanding environment of high expectations

Therefore, this position description is designed to outline primary duties, qualifications and job scope, but not limit the employee or Village to only the work identified. It is the expectation of the School that each employee will offer his/her services wherever and whenever necessary to ensure the success of our organization.