



MOUNT MICHAEL BENEDICTINE SCHOOL

Featuring The David "DJ" Sokol Learning For Life Building

Job Title: Bookstore Manager

General Summary: Responsible for daily operations of the School Bookstore. The Bookstore Manager works closely with all members of the School staff to support all School goals.

Responsibilities:

- Responsible for the customer service duties of the Bookstore.
- Must be present in the store during the regular store hours. Also required to manage Bookstore sales and volunteers at evening/weekend school events such as athletic games, Wednesday Night Visits, Open House, etc.
- Manages a booth and oversees volunteers at the annual Fall Festival.
- Reconciles daily receipts utilizing Excel prior to submitting cash/checks to the Business Office for deposit.
- Responsible for working with the Business Office Staff as needed.
- Responsible for ordering all store merchandise. Merchandise must be compliant with Mount Michael Benedictine School's brand and colors.
- Responsible for semi-annual inventory of all Bookstore merchandise.
- Purchases snacks, drinks, personal care products, and maintains inventory for these items.
- Reviews all Bookstore invoices to verify items have been received prior to submission to the Business Office for payment.
- Recruits, trains, and schedules all volunteers.
- Responsible for following established internal controls within the Bookstore.
- Coordinates and works with Elkhorn Public School system to procure textbooks through their textbook loan program.
- Responsible for ordering textbooks on behalf of teachers which are not available through the textbook loan program.
- Collects book fees at the annual opening School picnic.
- Orders merchandise on behalf of Mount Michael Benedictine Abbey, the Booster Club and others.
- Performs related duties as assigned.

Required Knowledge, Skills, and Abilities:

- Retail experience in sales, inventory, and customer service.
- Ability to establish priorities and organize workload to meet required deadlines.
- Must maintain a high degree of accuracy, and attention to detail while maintaining awareness of efficiency.
- Ability to work well with others with strong interpersonal skills especially during high-volume activity periods.
- Strong communication skills are necessary which includes pleasant telephone, sales, and customer service etiquette.
- Cash-handling required.

Supervision: Reports to the Business Office with final supervision by the Head of School.

Education and Experience: Prior retail experience desired. General knowledge of accounting and business procedures. Knowledge of Microsoft Office and Point of Sale software desired.