

## **Store Manager and Merchandise Buyer**

Looking for a professional and customer service-oriented Store Manager to oversee daily operations at our store. As the Store Manager, you will supervise the operations and organization of the store. Your duties will include undertaking administrative tasks, monitoring inventory levels, and developing business strategies. Also responsible for marketing and management of social media tools (currently Facebook, Instagram and Twitter but can be expanded).

As the buyer you will be responsible for selecting and purchasing quality products for the business. Your responsibilities will include processing purchase orders, tracking orders, creating and maintaining inventory, quality assurance and processing invoices of received items.

Should be analytically minded, have knowledge of sales and marketing principles.

### **Responsibilities:**

#### Buying

- Finding, selecting and buying the best product for our customer.
- Understanding the market and what sells
- Finding, negotiating and managing highly effective vendor relationships
- Identifying artwork and product to maintain consistency, yet variety throughout the departments (Infant- 4XL)
- Managing Budget and actual expenses – ensuring income and expenses are kept in balance
- Submitting invoices to PTO treasurer
- Setting pricing (margins)
- Identifying clearance items
- Merchandising of the store

#### Store Management

- Providing excellent customer service
- Knowledge of product, what is available now and what is on order
- Receiving Inventory

- o Quality check of inventory (damages, correct artwork, quantities, etc)
- o Updating POS with new inventory
- o Receiving products
- o Tagging items
- o Tracking freight/cost in POS.
- o Submitting invoices to the treasurer and ensuring all invoices are paid
- o Tracking credit memos for damaged items
- Keeping store stocked, moving inventory from storage into the store.
- Communicating important information about the store to volunteers
- Training volunteers
- Setting bonus hours with volunteer coordinator/PTO VP
- Bookstore
- Ensuring daily deposits are correct
- Keeping cash drawer updated with correct currency
- Running store reports
- Working with school staff to identify school supplies needed for students
- Working with the work study program to determine student schedules and duties
- Being on call when store is open and staffed by others (volunteers/work study) to assist with any problems or issues
- Communicating with staff/PTO to schedule pop ups in the district; Managing pop ups on site

## Marketing

- Develop implement and manage our social media strategy, including, but not limited to, Facebook/Twitter/Instagram, district webpage.
- Send communications to other schools in district about store as needed.
- Develop, publish and distribute store calendar each month.

## **Time Commitment:**

- Flexible schedule through most of year with expectation manager will spend average of 20 hours per week split between store and home. Must adjust to the workload during key sales periods.
- Must work evening hours (approximately 2 times a month)
- Must work Saturday hours (approximately 4-5 times a year)
- Must report to VP of HS PTO Executive Board by the 1<sup>st</sup> Friday of each month during school year. There may be times when you are requested to attend a portion of the board meeting for an in person report.

### **Requirements:**

- Strong communication skills, both written and verbal
- Critical thinking skills
- Excellent computer skills (Excel, Microsoft Word, Page Plus – or another publishing tool)
- Customer service focused
- Relevant retail management with buying experience and inventory management skills
- Proficient in point of sale system and familiar with concepts of financial software
- Intention to stay in position for at least 2 years preferred
- Someone vested in the Sycamore School District preferred
- Must be able to routinely lift 20lb. and stand for long intervals.
- Pass background check through Sycamore Community Schools.

### **Compensation:**

- 20K/year base with potential to earn incentives when sales goals are exceeded.
- Employee will hold an independent contract with the Sycamore Community Schools. Sycamore High School PTO will pay salary through an agreement with the district. Store manager will report to the SHS PTO Board via the VP-Bookstore.
- On the job training will take place during 3<sup>rd</sup> quarter 2020 (January-mid March).

### **A description of our store:**

- Aves Hangar Spirit Shop is located in the Sycamore High School commons area.
- The store is the main fundraiser for the Sycamore HS PTO.
- The store has been operating in this location for 5+ years.
- We work with a wide variety of vendors to provide AVES spirit wear and novelties to the entire Sycamore community.
- Store hours are set by the Hangar Manager and approved by the PTO Board. For example, current store hours are Tue-Fri, 11:00am-1:00pm.
- Additional school hours are offered through our partnership with the Sycamore High School Special Education Department Work Study Program. A job coach accompanies these students at all times.
- Approximately 50% of our sales occur during “bonus hours”.  
 Bonus hour dates should include but are not limited to:
  - Schedule pick up (2, half-days in early August)
  - Staff first day of school (mid August)
  - SBOB Tag Day (Saturday in mid August)
  - Open House (weeknight in early September)
  - Evening hours at least once during homecoming week (fall)
  - SBOB craft show (Saturday before Thanksgiving)
  - Holiday evening hours at least once a week in December
  - Academic Fair (January)
  - Fine Arts Festival/Pancake Day (First Saturday in March)
  - Other dates coordinated based on the school calendar and what is needed (i.e. home football/basketball games)

**Please submit your letter of interest and statement of qualifications/resume to [hspto@sycamoreschools.org](mailto:hspto@sycamoreschools.org) by 2/9/2024. References required upon request.**