



BORO Sugar Shack Candy Store Retail Manager-Westborough, MA

The Westborough Public Schools' BORO (Bridging Over to Right Opportunities) Program was established in 2017 to support the special abilities of our adult postgraduate students, ages 18-22. As part of the passage to adult transition, BORO students stay rooted in their home community, and have the opportunity to realize their highest level of independence through individualized skill building in the areas of academic learning, advanced daily living skills, vocational enrichment, and community employment opportunities. To solidify the vision for The BORO Program, the Westborough Public Schools plans to open an onsite innovation learning lab candy store in the Fall of 2018. The BORO Sugar Shack candy and gift shop will offer an extensive line of penny and brand name candies, and custom designed Westborough attire and gift items. The store will exude a sophisticated, yet fun and welcome vibe for our customers in the hub of central downtown Westborough. Both online and instore purchases will be available to customers, including specialty appreciation gift bags and party favors.

Role Description:

We are seeking inspiring and results-driven candidates for the role of Candy Store Retail Manager for the Westborough Public Schools. The successful candidate will be a passionate and compassionate motivated, self-starter who has proven experience in business and retail management, and has an empathic and dynamic personality to build relationships with our students, families, and the greater Westborough community. The successful candidate will also ensure that every guest who enters our store has a positive, fun, and inspiring experience. The right individual will be a visionary who can help us create a compelling and ever-changing store

and vocational experience that makes the BORO Sugar Shack the preferred destination for our community's candy needs.

Responsibilities: Essential responsibilities include, but are not limited to, the following:

- Drive store-level financial and operational results by consistently monitoring the store's key performance indicator, targets and taking appropriate action to achieve store targets;
- Hire, train, develop and motivate team members, including students with special abilities. Ensure effective succession planning by identifying and developing future leaders with an interest and potential to grow;
- Lead excellent customer service through in-the-moment coaching, role modeling, and utilizing customer feedback to reinforce and improve quality of service.
- Maximize the sales performance of the team through product knowledge education, coaching selling skills and leading by example;
- Manage inventory, including ordering, receiving, stocking and conducting inventory counts;
- Maintain visual and merchandising standards and ensure store cleanliness;
- Protect store assets, facilities, and team members by ensuring all team members' adherence to operational guidelines and standards, compliance with all safety and security policies, the proper functioning and maintenance of store equipment, and performance of all financial transactions according to the established procedures;
- Maintain current and accurate business, legal, and personnel records and store resource materials by actions such as performing daily and weekly payroll and labor responsibilities, reviewing and maintaining all timekeeping records, and ensuring company communications are cascaded as appropriate to all store team members;
- Develop marketing opportunities, promotional events and programs;
- Partner closely with the BORO Program Coordinator and school district administration to champion the success of our students and to expand their entrepreneurial ventures.

Qualifications:

The following are qualities and experiences we recognize as contributing to the success of our best managers:

- 3-5 years plus proven, results-driven business, retail, or vocational manager experience;
- Exceptional leadership and interpersonal skills – you are energized by working with people; students, particularly teenagers, community guests, and your team.
- A bias towards action – you are a manager who does not hesitate to roll up your sleeves and do whatever it takes to get the job done;
- The desire to coach and mentor – you see potential in your team and enjoy growing that potential;

- An eye for detail -- you know that the little things – be it cleanliness, the extra touch, or a few decimals – can make all the difference;
- The desire to problem solve – you like identifying challenges and areas for quality improvement and are open to working collaboratively to find the best possible solution, and strive for excellence;
- The ability to multitask – you can prioritize and execute at many different tasks each day;
- The desire to learn – you recognize that everyone can always learn, and have a growth mindset;
- A positive attitude and fun-loving spirit – you are an optimist who freely embraces your inner child and enjoys having fun while you work.

Education: Bachelor's degree required. Master's degree preferred in business administration, or retail management, or related field.

Food safe certifications, or willingness to pursue certifications

** This job description captures the position's essential responsibilities. It is not intended to record all duties and expectations of the position as may be communicated and assigned by the District Administrator as necessary.*

Job Type: Full-time

Proposed Store Hours: TBD

Annual Salary: \$40,000.00-50,000.00 commensurate with passion, qualifications, and experience.

How to Apply: The Westborough Public Schools uses a paperless application method. Please use the URL provided to apply directly to SchoolSpring with your cover letter, resume, and letters of reference: <https://www.schoolspring.com/job.cfm?jid=2996984&>

The job posting may also be accessed through our district website:

www.westboroughk12.org

Departments

Human Resources

Employment Opportunities

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