

Nolan Catholic High School  
Job Description

**Job Title:** Spirit Store Manager  
**Reports To:** Controller  
**Revised Date:** August 30, 2021  
**Location:** Nolan Catholic High School

**GENERAL POSTION SUMMARY**

The Spirit Store manager works closely with school personnel and vendors to design and order merchandise such as novelty items and clothing, assures adequate stock and controls inventory, plans promotions, designs displays, oversees the receiving and stocking of merchandise, plans and produces an annual catalog and online store options, and assures the provision of excellent customer service by providing training and supervision for volunteers and student volunteers. This position will also work together with the CTE director to establish a student internship program to promote business experience for interested students.

**REPORTING RELATIONSHIP(S)**

The Spirit Store Manager reports directly to the Controller of Nolan Catholic High School.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Supports and upholds the philosophy of Catholic education and the mission of the school
- Acts as a witness to Gospel values by modeling the teachings of the Catholic Church
- Supports and adheres to the Code of Conduct and policies and procedures of the school and the Diocese
- Abides by the confidentiality policy set forth in the Diocesan Employee Handbook.
- Serves as a liaison between purchasing groups and outside retail companies.
- Attends President's and Principal's Council Meetings to ensure awareness of campus activities
- Other duties may be assigned

**RETAIL STORE MANAGEMENT**

- Maintains and enforces a documented system of retail store operations policies and procedures
- Ensures segregation of responsibilities in purchasing, receiving and counting inventory
- Protects employees and customers by providing a safe and clean store environment
- Secures cash, sales proceeds and merchandise by implementing security measures
- Works with Business Office staff to ensure that retail store expenditures do not exceed budget unless expressly approved by the President
- Ensures an adequate supply of in-demand novelty items and clothing by monitoring fashion trends, working with vendors, determining the marketability of merchandise, purchasing specific items in appropriate quantities, and maintaining accurate inventory control
- Ensures that clothing and novelty items are featured within the store by creating attractive in-store displays of merchandise.
- Enhances departmental operations and contributing to cooperative relations by ensuring that the novelty and clothing bar coding to identify each garment on the point of sale system is maintained and resolving problems regarding incorrect shipments, damaged goods, errors in billing, and returns and credits due from vendors
- Formulates pricing policies by reviewing merchandising activities; determining additional needed sales promotion; recommending clearance sales as needed
- Identifies current and future customer requirements by establishing rapport with potential and actual customers and other persons in a position to understand service requirements.
- Manages relationships with vendors and service providers on behalf of NCHS as they relate to Spirit Store operations; obtains comparative estimates for goods and services; ensures fulfillment of major goods orders and service contracts

Nolan Catholic High School  
Job Description

- Runs spirit shop on and off campus for events and activities, ensuring that when merchandise travels it is checked out, and checked back into the store immediately after the event.
- Provides supervision and leadership for student volunteers and parent volunteers providing training, scheduling work assignments, and providing valuable feedback to encourage growth
- Works with the textbook coordinator to evaluate and provide access to orders for books
- Provides a resale option for used textbooks and yearly uniform resale event

**CURRICULUM**

- Creates and establishes a viable business curriculum for interested students
- Offers a course that provides students with coherent and rigorous experiences regarding exposure to management of the store including budgeting, purchasing, and understanding of a business retail model
- Aligns work experience with the challenging academic standards and relevant knowledge and skills needed to prepare for further education and careers
- Provides opportunities for accounting and financial awareness in coaching and reviewing the budget
- Provides opportunities and direct supervision for introducing the principles of business, marketing and finance, retail management, human resources management, advertising and marketing, career preparation, and a final capstone project with a practicum in entrepreneurship
- Encourages and facilitates professional expectations for on-campus meetings and events
- Coordinate with parents of students to review the expectations of the program

**TRANSACTIONS**

- Submits purchase orders and invoices to the Business Office for payment in a timely manner
- Ensures retail customer transactions are processed in a timely manner
- Counts cash drawer at opening and closing with a member of the Business Office staff, and prepares deposit form
- Maintains an orderly inventory, merchandise, and display system

**REPORTING**

- Issues timely and complete sales reports
- Coordinates the preparation of the monthly inventory report; submits report to the Business Office
- In conjunction with the Controller, prepares and reviews the monthly and annual retail store financial statements
- Prepares and submits documentation of monthly tasks to the Controller and President

**WORK ENVIRONMENT**

The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Moderate to high noise levels with regular interruptions by students and visitors
- Moderate to high work pace for extended periods of time
- Heavy lifting for up to 50lbs
- Traditional work day: 7:30AM-3:45PM
- Fulfillment of job description requires occasional work above and beyond routine hours of operation and extended time periods
- The employee may be exposed to communicable diseases
- The employee may be presented with frustrated or upset stakeholders
- Some off-campus work may be required to attend meetings or events

Nolan Catholic High School  
Job Description

**QUALIFICATIONS**

- Undergraduate degree in retail, merchandising, accounting, finance, or business
- Basic understanding of small business or retail accounting and inventory procedures
- The capacity to use budgets as a management tool
- Prior experience in a management/supervisory role preferred

I have reviewed this job description and understand the performance expected. I understand that periodically it may be necessary for me to perform other duties as assigned by a supervisor. I have received a copy of this job description.

\_\_\_\_\_

Employee's Name

\_\_\_\_\_

Employee's Signature

\_\_\_\_\_

Supervisor's Signature

\_\_\_\_\_

Date