

Winooski School District

Co-Curricular Job Description

Position: *School Store Chair*

The School Store provides students with work experience, problem solving, decision-making and communication skills, as well as an opportunity to explore entrepreneurial ventures. Furthermore the School Store directly enhances both the Business and Economic curriculum that the school offers. It is the job of the School Store Chair to ensure that students are provided with the support they need to successfully operate the School Store.

The School Store Chair's responsibilities include:

Inventory Control

- Assisting student employees in selecting and purchasing of merchandise for the School Store
- Ensuring that merchandise is transported to the School Store
- Keeping the appropriate inventory levels of the School Store
- Working with students on maintaining physical inventory counts

Financials

- Ensuring that funds are available to purchase merchandise at the School Store
- Working with students to manage financial transactions related to the School Store
- Balancing financial records and auditing for errors
- Overseeing cash counts and deposits
- Ensuring that money and inventory are kept in a secure location
- Deciding what actions will be taken with additional funds (in the forms of field trips, scholarships, reinvesting, etc...)

Supervision

- Supervising students during times that the School Store is open
- Ensuring that another adult provides coverage of the School Store when the School Store chair is absent from school, so the School Store continues to operate
- Providing feedback to students about their work performance

Staffing

- Training students on how to provide excellent customer service and operate the various equipment within the School Store
- Overseeing staffing operations

- Responsible for hiring and selecting students to staff the operation
- Holding staff meetings as needed
- Training students to act in a managerial role

Operations

- Assisting customers when School Store staff are not available
- Ensuring students have access to the supplies needed to work efficiently
- Working with students to problem solve issues or customer concerns
- Ensuring that the business is operating in a way that is profitable

Compensation: Category___/Step___ \$per year

Teacher Signature

Date

Administrator/ Designee

Date