



School Store and Online Auxiliary Store Associate The Pingry School

Founded in 1861, The Pingry School is an independent, coeducational, college preparatory day school for students in Kindergarten through Grade 12. Situated on two spacious campuses in Basking Ridge and Short Hills, New Jersey, the school draws students of varied talents and diverse backgrounds from over 100 communities in the central New Jersey region and Pennsylvania. Together, our two campuses in Short Hills (K-5) and Basking Ridge (6-12) serve 1,130 students, of whom 47% are people of color. Pingry students participate in an engaging and challenging academic program, complemented by extensive co-curricular opportunities, and live and study in a community that is committed to intellectual engagement, diversity and inclusion, honor and character, and stewardship and sustainability.

POSITION SUMMARY:

This position is responsible for the daily sales, customer assistance, processing of merchandise and clerical duties in the campus store, as well as the online summer camp store and the online school store.

ESSENTIAL TASKS:

- Assist customers with purchases with a pleasant and helpful manner
- Handle sales quickly and efficiently
- Receive and price merchandise from shipping cartons including teacher supply closet
- Restock vending machines, as needed
- Restock school store annex, as needed
- Assist with preparation of merchandise displays
- Respond to or direct telephone and walk-in inquiries as appropriate, and provide information concerning stock availability and other school store activities to employees and students
- Coordinate online orders and handle delivery methods
- Coordinate camp and auxiliary online store with vendors, merchandise, ordering and deliveries
- Perform routine closing procedure; counting cash drawer, shutting down computer system and cash registers
- Opens or closes the school store in accordance with detailed procedures.
- Coordinate working with volunteers as school store employees
- Perform assigned responsibilities, duties, and tasks according to established practices, procedures, techniques, and standards in a safe and efficient manner and with minimal supervision

ADDITIONAL DUTIES:

- Adjustment of hours involving evening and/or weekend work may be required
- Perform other related duties and responsibilities as may be assigned
- Coordinate inventory purchases for camp store and online pro shop
- Coordinate deliveries to the Short Hills campus

KNOWLEDGE, SKILLS, and ABILITIES:

- Ability to learn and operate POS/cash register system
- Knowledge of general office and school procedures and policies
- Ability to follow verbal and written directions
- Working knowledge of bookstore sales procedures and practices
- Ability to handle money responsibly

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- Ability to perform basic mathematical calculations
- Excellent customer service and communication skills
- Ability to multitask is a must
- Ability to operate school store equipment
- Familiarity with the inventory process
- Ability to record school store transactions
- Knowledge of proper lifting techniques
- Requires initiative
- Must have the ability to work with others and independently
- Must have the ability to display patience, professionalism, tact and diplomacy in all dealings with faculty, staff, students, customers and parent volunteers

PHYSICAL REQUIREMENTS:

- While performing the duties of this job, the employee is regularly required to stand and walk. The employee is frequently required to use hands to finger, handle, or feel; reach with hands and arms; stoop, kneel, crouch, or crawl and talk or hear. The employee is occasionally required to sit and climb or balance (possibly on a ladder)
- Ability to stand and/or walk 4 – 6 hours a day
- The employee must regularly lift and /or move up to 10 pounds, frequently lift and/or move up to 40 pounds.
- The position may also require close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

DECISION-MAKING and ANALYTICAL SKILLS:

- Requires limited decision-making and problem solving skills
- Requires the ability to be detail oriented
- Adhere to school policies, procedures, and practices
- Perform job duties in a safe and efficient manner
- Able to understand and practice confidentiality and privacy

EDUCATION, EXPERIENCE, and LICENSES/CERTIFICATIONS: (A comparable amount of training, education or experience may be substituted for the minimum qualifications.)

- Completion of high school/GED
- 6 months related experience

ADDITIONAL INFORMATION:

- Permanent Part - Time (27.5 hours per week) 8:00 am - 1:30 pm
- Schedule: varied – includes 5 Saturdays and 1 evening event