**STUDENT STORE DIRECTOR**

**HIGH SCHOOL**

**Job Description:**
Supervise all aspects of the operation of the Student Store.

**Qualifications:**
1. Member of the high school staff.
2. Demonstrated knowledge of the fundamental requirements for the successful operation of a retail sales operation.
3. Demonstrated ability to appropriately supervise students employed to operate the Student Store.

**Typical Duties**
1. Ensures that appropriate product is ordered for the student store in amounts necessary to ensure constant availability.
2. Ensure that an accurate inventory is maintained.
3. Monitor the video surveillance system to ensure its proper operation.
4. Ensure the student store is fully stocked when it opens.
5. Monitor the financial records of the student store.
6. Ensure that sales tax is paid to appropriate agencies.
7. Follow established policies and procedures with ASB bookkeeper regarding fundraising, bank deposits and purchases.
8. Issue grades to participating students.

**Immediate supervisor:**
**Assignment:** School Year
**Salary:** Stipend schedule