

MISS PORTER'S SCHOOL

Store Clerk

Title: Store Clerk
FLSA: Non-Exempt
Job Status: Part-time during the Academic year (15-20 hours/week)

POSITION SUMMARY:

The Store Clerk supports the daily operations of the school's stores, The Ivy and Daisy Market, providing friendly and efficient service to students, families, alumni, faculty, staff, and other members of the school community. The Ivy offers branded clothing, gifts, and school supplies, while the Daisy Market is a cashless/cashierless snack bar available to the school community during the day, evenings, and weekends.

Working under the supervision of the Store Manager, the Store Clerk assists with point-of-sale operations, customer service, restocking merchandise, maintaining an organized sales floor, and setting up and breaking down displays. The Clerk also processes student banking transactions and assists with other day-to-day store activities. In collaboration with the Associate Controller, the Clerk helps maintain inventory for the Daisy Market, including restocking shelves and placing orders for new merchandise.

Schedule: The typical required schedule is Monday–Friday, 10:00 a.m.–1:00 p.m., with occasional additional hours as needed for school events.

ESSENTIAL FUNCTIONS:

Daily:

- Operates point of sale register: credit card, cash and department sales
- Operates banking function to process banking receipts and withdrawals for students
- Fulfills online orders
- Prepares the end-of-day reconciliation of store sales and student banking
- Restocks The Ivy and Daisy Market shelves, being attentive to visual display

As Needed:

- Assists the Store Manager in maintaining inventory control
- Labels, organizes, and maintains displays of merchandise on sales floor
- Answers telephone to take phone orders, answer general questions, and assist parents with student banking transactions
- Initiates Daisy Market inventory orders, records receipts on the register and reconciles inventory on hand to register balances
- Available for some weekend or extended hours for special events
- Other duties as assigned

MISS PORTER'S SCHOOL

QUALIFICATIONS:

- Previous retail, customer service or cash handling experience preferred.
- Strong customer service skills with a friendly, professional and approachable manner.
- Demonstrates the ability to perform tasks accurately and independently.
- Ability to work as part of a team.
- Ability to communicate effectively.
- Ability to work with confidential information.
- Proficiency with Microsoft Office applications (Excel & Word).
- Strong attention to detail and organizational skills.
- Comfortable working in a PC Windows environment and familiar with Microsoft Excel and Word.
- Ability to stand for extended periods and perform routine lifting, moving, unpacking and stocking merchandise duties.

The physical demands described here are representative to those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The essential functions and basic skills have been included. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills, and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate.

Interested candidates should email a resume and cover letter to: careers@missporters.org. Please include "Store Clerk" in the subject of the email.
Or apply directly using this [link](#)