



The Putney School

School Store Manager

The Putney School, a progressive secondary boarding school, has an opening in our School Store starting immediately. Putney is a leader in progressive education and is committed to the ideals of social justice. Our commitment to social justice work is embedded in our stated fundamental beliefs; it is part of our regular work in curriculum design, assessment structures, and professional development to examine, reflect on and promote anti-racist work. The ideal candidate will be eager to participate in anti-racist work and use an inclusive, social justice lens in their work with all students and adults on campus. Building a just and inclusive community is a shared responsibility, and Putney supports all its employees in developing this critical skill set.

Overview:

The Putney School campus is 600 acres comprising farm, woodlands, dormitories for 180 boarding high school students, faculty housing, classrooms and administrative buildings. The School Store Manager works within the Business Office under the management of the Director of Finance. The Business Office team is small and must work closely together using excellent communication skills to make all the financial pieces flow efficiently.

The School Store Manager works closely with staff, faculty and especially students. They must be well organized and self-motivated to independently complete required tasks. Duties include but are not limited to:

- Running the School Store on campus, both on a daily basis and for school events
- Keeping the store stocked and placing orders for inventory
- Daily mail and package sorting, other mailroom duties as needed
- Create and maintain an online presence for retail purchasing
- Shipping of packages when required
- Purchasing of supplies for departments
- Backup for student charge entering

Working Conditions:

This is a salaried, 40 hour per week position. Typical hours are Monday-Friday, 8am-4:30pm; however, employee must be available to work various weekends throughout the year that correspond to events being held on campus. Some lifting is required, typically less than thirty pounds.

Employment Requirements:

- A strong work ethic
- High energy
- Dependable and a willingness to support the varied needs of the team
- Eagerness to learn - a diverse array of skills and experience will be considered
- Ability/Eager to work closely with high school students (background check is required)
- Excellent excel and word skills
- Knowledge of Odin POS or other POS system is a plus
- Ability to learn computer programs, website experience is a plus

Full benefits apply, including tuition remission for accepted students and meals.

Please send a letter of interest, a resume, and the names and contact information for three professional references to sharkins@putneyschool.org.