



Spirit Shop Manager Job Description

Reports to: Director of Facilities

Status: Full-Time; Exempt

Primary Purpose/Function:

This position will be responsible for all aspects of spirit shop operations including inventory, sales management, implementation of marketing initiatives, working with various vendors while adhering to the Badin branding guidelines, financial controls, and budget management. Providing excellent customer service to internal and external customers will be a priority.

Essential Functions:

- Manages the purchase and sale of all Badin spirit apparel and general merchandise.
- Develops and implements retailing policies including pricing, sales, margins, and product mix.
- Maintains operating and accounting records, including cash reconciliations, sales and inventory reports, invoice approvals, store returns, and customer refunds.
- Develops and implements spirit shop operating procedures and recommends appropriate related policies.
- Develops, implements, and maintains the operating budget of the spirit shop.
- Coordinates all marketing initiatives including online sales implementation, informational publications for students, parents, and alumni, and development of all promotional materials.
- Coordinates spirit shop activities with other departments within the school. Provides operating hours during key student, parent, and alumni events.
- Supervises volunteers as necessary.
- Other duties as assigned.

Required Education and Experience

- Minimum of five years experience working in a retail management position.
- Knowledge of retail operating principles, practices, and procedures, including cashiering, budgeting and accounting, supervision, marketing/retailing, and inventory maintenance and control.
- Demonstrated ability to effectively perform the duties described above; ability to plan and organize retail operations to meet operational objectives following the School's goals; ability to work effectively with internal and external constituents, provide excellent customer service, and maintain the image of the School.

Supervisory Responsibility: This position has no direct reports but will coordinate volunteers.

Work Environment: This job operates in a professional office environment. This role routinely uses standard office equipment.

Physical Demands: While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to use hands to finger, be able to stand, walk, bend, stoop, lift, and unpack 25-pound product boxes. The physical demands described must be met by an employee to perform the essential functions of this job successfully.

Expected Hours of Work: Hours and days will fluctuate based on other events on campus. Occasional evening and weekend work will be required. This position works all year round.

Travel: Travel is not a requirement of this position.

Attestation: All Employees of Badin will know the Catholic faith, have a willingness to work for a Catholic-based agency, and adhere to the policies of Stephen T. Badin High School. Employees will not publicly oppose the teachings of the Catholic faith nor publicly advocate for any position in conflict with Catholic teaching or the specific position of the Archdiocese of Cincinnati or the United States Conference of Catholic Bishops. This requirement includes any public speech, demonstration, or writing including the use of social media or other digital technologies.

This job description has been approved by the Principal as leader of Badin High School.

Manager _____ Date _____

The employee signature below constitutes the employee's understanding of the requirements, essential functions, and duties of the position.

Employee _____ Date _____