

SEMINOLE COUNTY PUBLIC SCHOOLS, FLORIDA

Position/Job Description

STORE SUPERVISOR, The Foundation for Seminole County Public Schools

QUALIFICATIONS

- Associate's Degree required. Bachelor's Degree preferred.
- Minimum of two (2) years of experience in retail management or program management.
- Previous non-profit or government supervisory experience preferred.

KNOWLEDGE, SKILLS, ABILITIES

- Excellent relationship builder.
- Ability to recruit, manage, train, and motivate workforce of volunteers.
- Ability to provide outstanding customer service.
- Ability to merchandise and market store effectively.
- Adept in all Microsoft Office software programs (Word, Excel, PowerPoint, Outlook, Access).
- Database experience for maintaining records and documentation pertaining to program promotion and teacher visits.
- Valid Florida Driver's License.
- Excellent oral and written communication skills.

SUPERVISION

REPORTS TO Executive Director of The Foundation for Seminole County Public Schools
SUPERVISES Assigned Personnel and Volunteers

POSITION GOAL

To oversee the Tools 4 Seminole Schools Program and administer store operations including secure supplies and donations, stock, and distribute products, as well as coordinate staff and volunteers.

PERFORMANCE RESPONSIBILITIES

1. *Manage product restocking, merchandising, and distribution.
2. *Review and update product distributions and order supplies as needed.
3. *Ensure a high standard of customer service, health, and safety are provided to shoppers, volunteers, staff, and donors. Resolve any customer complaints.
4. *Assign personnel and volunteers to manage check in/out and assist shoppers.
5. *Develop an annual program budget with Executive Director and manage budget income and expenses.
6. *Track and report store statistics and conduct annual survey.
7. *Recruit, train, manage, and recognize volunteers.
8. *Supervise the Store Assistant and any other personnel.
9. *Conduct an annual school supply drive with local business and community groups.
10. *Market the store to businesses for donations and schools for shopping in coordination with the Foundation Communication and Events Specialist.
11. *Coordinate annual backpack distribution, as well as any other large-scale supply distributions.
12. *Facilitate weekly donation pickup at retail locations and other organizations as identified.
13. *Serve as staff liaison for Program Committee.
14. *Attend community events for the purpose of recruiting volunteers and securing donors.
15. *Participate and support Foundation activities and events, when assigned by the Executive Director.
16. Perform other duties as assigned by the Executive Director of The Foundation for Seminole County Public Schools.

**Denotes essential job function/ADA*

EQUIPMENT / MATERIALS

Standard Office Equipment

STORE SUPERVISOR, The Foundation for Seminole County Public Schools,
Page 2

PHYSICAL REQUIREMENTS

Medium Work Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

PHYSICAL ACTIVITIES

Sitting Resting with the body supported by the buttocks or thighs.
Standing Assuming an upright position on the feet particularly for sustained periods of time.
Walking Moving about on foot to accomplish tasks, particularly for long distances.
Balancing Maintaining body equilibrium to prevent falling when walking, standing, or crouching.
Bending Lowering the body forward from the waist.
Stooping Bending body downward and forward by bending spine at the waist through the use of the lower extremities and back muscles.
Reaching Extending hand(s) and arm(s) in any direction.
Pulling Using upper extremities to drag, haul or tug objects in a sustained motion exerting up to 20 pounds of force.
Lifting Raising objects from a lower to a higher position or moving objects horizontally from position to position through the use of the upper extremities and back muscles exerting up to 20 pounds of force.
Finger Dexterity Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm.
Talking Expressing or exchanging ideas by means of the spoken word. Those activities in which detailed or important spoken instructions must be conveyed accurately, loudly or quickly.
Hearing Acuity The ability to perceive speech and other environmental sounds at normal loudness levels.
Visual Acuity The power to see at a level which allows reading of numbers and text, operation of equipment, inspection of machines, etc.

WORKING CONDITIONS

Indoors/Outdoors The worker is subject to both environmental conditions. Activities occur inside and outside.

TERMS OF EMPLOYMENT

PAY GRADE

AO-15-I \$35,712 - \$57,250

District Salary Schedule
Months 12
Annual Days 258
Weekly Hours 37.5
Annual Hours 1935

POSITION CODES

PeopleSoft Position TBD
Personnel Category 14
EEO-5 Line 44
Function 9100
Job Code 2065
Survey Code 91010

FLSA

Applicable
 Not applicable

Previous Board Approval

BOARD APPROVED

June 1, 2021

December 11, 2012

ADA Information Provided by Jean Vansmith
Position Description Prepared by Jean Vansmith