



## School Store Clerk

Founded by Detroit philanthropists George and Ellen Booth in 1904, the Cranbrook Educational Community is one of the world's leading centers of education, science, and art. Comprised of a graduate Academy of Art, contemporary Art Museum, House and Gardens, Institute of Science, and more than 1,600 students attending our Pre-K through 12 independent college preparatory Schools, Cranbrook welcomes thousands of visitors and students to its campus each year. Critics have called Cranbrook "the most enchanted and enchanting setting in America" and in 1989, it was designated a National Historic Landmark. The campus is located in Bloomfield Hills, Michigan, about 20 miles north of Detroit. For more, please visit our website: [www.cranbrook.edu](http://www.cranbrook.edu).

The **School Store Clerk** assists the School Store Manager in all aspects of daily operations and customer service.

### Responsibilities include, but are not limited to:

- Sell to customers via the POS system
- Maintain a high level of customer service
- Maintain integrity of POS system and inventory policies and procedures
- Assist in appearance, cleanliness, and ambiance of store, stock, and storage areas
- Assist in daily stock maintenance and restocking
- Assist in daily receiving, pricing, and processing of new merchandise
- Assist with monitoring for theft and foul behavior
- Maintain an accurate timesheet
- Maintain attendance, punctuality, and performance standards set forth in Cranbrook's employee handbook

### Requirements:

- Must be high school age or older
- Prior customer service experience required
- Ability to work with the public, school personnel, students, and volunteers with ease and enthusiasm
- Must be able to support cultural, racial, ethnic, religious, social, economic, and geographic diversity and sensitivity through the daily performance of duties
- Moderate computer skills required
- Willingness to work flexible, but scheduled, part-time hours that can include weekends and holidays.

Cranbrook offers competitive compensation and a unique environment that values collaboration.

For consideration, please visit the employment section of our website for instructions on completing and submitting an application, resume, and cover letter (**please note that a fully completed employment application is required for consideration**): [www.cranbrook.edu/employment](http://www.cranbrook.edu/employment)