



Montverde Academy

Company Profile: Montverde Academy is an independent boarding and day school comprised of 1000 students from over 60 countries. Our college prep curriculum ensures a 100% college acceptance rate and our students have the foundation to succeed in top notch Division I and Ivy League colleges and universities.

Job Title:

Student Center Assistant

Contact:

Carly Ogden@montverde.org

Job Description: Provide courteous and timely service to all patrons and vendors of the Academy.

Responsibilities:

- Required to assist the BeeHive Café and MVA Campus Store, located within the Student Center as needed
- Cover for staff lunch breaks in both the BeeHive Café and the MVA Campus Store
- Responsible for the Student Center appearance, keeping it neat and tidy
- Assuring tables and chairs are clean and organized throughout the workday
- Interact with students of different grade levels
- Restock items in the MVA Campus Store
- Maintain an inventory of the items sold in the MVA Campus Store
- Checking out student purchases as well as taking new uniform orders in the Campus Store – when needed or requested by Manager
- Working directly with our students that want to work off hours in the student center
- Complete knowledge of students' uniforms - what is required
- Assist with students in need of pre-owned uniforms
- Assist students and parents as needed
- Collect, record, and distribute packages to our students
- Any additional duties as requested by Management

Qualifications:

- Retail experience preferred
- Must work well with all patrons and vendors of the Academy.
- Good communications skills and knowledge about products and services offered in the Student Center
- Efficient time management and ability to follow direction
- Self-starter and maintains a positive attitude
- Being able to lift up to 35 lbs
- Enjoys working in a fast pace environment
- Required to stand for long periods of time