



Job Posting Bookstore Manager

Job Summary

- McQuaid Jesuit, a Catholic school in Rochester, NY, teaching boys' grades 6-12, is seeking candidates for the Bookstore Manager position.
- Manages the daily operation of a retail store, including customer service, sales, inventory management, and employee supervision. Manages the state-issued textbook program.

Primary Duties and Responsibilities

- Responsible for purchasing supplies from vendors.
- Maintain financial records and participate in the budget process.
- Implements store policies and procedures.
- Develops programs to increase sales.
- Manages online store.
- Controls and manages inventory.
- Coordinates the academic needs of students.
- Responsible for issuing and collecting state textbooks at the beginning and end of the school year.
- Manages BOCES budget to purchase new textbooks.
- Controls and manages a current inventory of state textbooks.

Additional Responsibilities

- Other duties as assigned
- Participates in school activities.
- Assists on committees where needed

Supervisory Responsibilities:

- The position supervises and manages the work of at least two (2) volunteers or equivalent. The position includes decisions or recommendations regarding personnel actions, such as hiring, disciplinary action, overtime, and other employment actions.

Competencies/Skills

- Financial business practices
- Excel, Word, PowerPoint

- Time management
- Internal and external communication
- Organizational skills
- Coordinates orders/shipping/returns with vendors

Education and Experience Requirements

- Retail Experience Preferred 2 – 3 years

The statements contained herein describe the scope of the responsibility and essential functions of this position, but should not be considered an all-inclusive listing of work requirements.

Physical Demands

- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the position involves walking, standing, lifting, and bending. The person is also required to talk and hear. The position requires frequently stand, walk, sit, and reach with hands and arms. Part of the duties may include lifting, carrying boxes as needed. Frequent and regular repetitive movements required using the wrists, hands, and/or fingers. The employee will occasionally lift and/or move up to 40 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Work Environment:

- Standard Office Environment

Position Type and Expected Hours of Work:

- This is a seasonal, part-time position. (18 hours per week – non-exempt level position). 4 days a week.
- Hourly Rate \$18 - \$22

Reports To:

- VP of Operations

How to apply: Candidates should send a cover letter and resume to employment@mcquaid.org on or before Aug 21st, 2026. For more information about McQuaid Jesuit, please visit our website www.mcquaid.org.

Equal Opportunity Employment Policy

It is McQuaid Jesuit's policy to provide equal employment opportunities to all applicants for employment, consistent with federal, state, and local laws. Accordingly, all applicants for employment are to be treated without regard to race, color, religion, sex, age, national origin or citizen status,

qualified handicap, sexual orientation, marital or veteran's status, or inconsequential handicaps. This policy pertains to every aspect of an individual's relationship with the school, including but not limited to, recruitment, selection, compensation, benefits, training, promotion, transfer, discipline, or termination.