



LAKE HIGHLAND PREPARATORY SCHOOL

Position Announcement

School Store Assistant (Part-Time)



WITHIN AN ATMOSPHERE OF LOVE, CONCERN, AND MUTUAL RESPECT...

Job Summary

Lake Highland's school store, The Source, seeks a part-time Source Assistant to warmly greet customers and ensure a superior shopping experience for the Highlander community. Responsibilities include updating and maintaining the Source store website; managing purchases and payment transactions at the point of sale; and organizing and restocking merchandise, to name a few.

This is a part-time, non-benefited, 12-month, non-exempt position, with an expected workweek of Tuesday, Thursday, and Friday. We encourage applicants from underrepresented groups to apply.

How to Apply

[Please click here](#) to apply through our Career Center. You will be asked to provide:

- Cover letter indicating how you would succeed in this position
- A current resume
- Three professional references with at least one immediate supervisor (preferably current)

LHP conducts background checks, including fingerprinting (<https://info.flclearinghouse.com/>) and drug testing, and may use a third-party administrator. Background checks will be performed in compliance with the Fair Credit Reporting Act. Lake Highland Preparatory School is an Equal Opportunity Employer.

Education & Experience

- High school diploma or equivalent required.
- Experience in a customer-service or sales role preferred.
- Experience using P.O.S. preferred.

About Lake Highland

To learn more about LHP, click [HERE](#) to view our Mission Statement, Vision, and more.

This position announcement is intended to describe the general nature and level of work being performed by employees assigned to this job title and the education and skills required. This is not intended to be a complete list of all responsibilities, duties, and skills that are required or may be required in the future.