

## Spirit Shop Director

- Get budget approved for amount to be spent for the year.
- Use discretion when selecting vendors to ensure they are cost competitive.
- Complete physical inventory counts at least twice a year in December and May.
- Manage ordering and selling of Spirit Shop Merchandise, put together budget numbers to be discussed at HOC meetings.
- Maintain the mobile spirit shop and coordinate with the school to have the mobile moved on days the spirit shop is open.
- Oversees Resale committee