

The Cheese School of San Francisco is the only independent institution of its kind in the nation dedicated entirely to helping people maximize their enjoyment and appreciation of cheese. In order to bring the best quality experience to our students and customers, we require the help of talented and dedicated people.

We are looking for a part-time administrative assistant. This is an entry level position with potential for lots of growth. We're looking for a candidate that, like us, brings an ownership mentality to their daily work and is excited about the opportunity to make a meaningful contribution to the success of a small, but mighty business. This position includes the opportunity to tailor the role to your own strengths, interests, and ideas of what can make The Cheese School a better business.



Administrative Assistant

Class-Related

- Maintain internal and external calendars of classes and events
- Create class registration log
- Maintain waitlist
- Respond to student inquiries
- Update, print, and organize professional program materials

Office and Administrative Maintenance:

- Check mail
- Contribute to the tidiness and organization of the office
- Order office supplies
- Create, package, and mail gift baskets and gift certificates
- Maintain email newsletter list
- Add new items to POS
- Maintain phone system
- Troubleshoot basic IT issues including the printer and wifi

Light Bookkeeping:

- Enter invoices into POS and Quickbooks
- Enter vendor invoices
- Apply payments to event invoices
- Print and send checks

- Filing

Catering Orders:

- Enter order into Gather and calendars
- Coordinate delivery
- Send confirmation and thank you emails

Requirements:

- Organized and detail-oriented
- Excellent knowledge of G-Suite programs
- Trustworthy and honest
- Team-oriented and self-directed
- Excellent customer service skills
- Great attitude
- Quick learner
- Likes cheese!

Time Requirement, Pay, and Benefits:

- 20-25 hours/week with full-time potential
- Flexible schedule
- Hourly pay DOE
- Sick leave according to SF law
- *After 90 days:* 50% health insurance covered by employer, dental and vision
- Discounted wines and classes
- *After 1 year:* 401(k) matched by employer and bonus plan
- And a kick-ass team from Day 1!

The Cheese School is an equal opportunities employer.

To Apply:

Email a resume and cover letter to jobs@thecheeseschool.com You must include a cover letter to be considered for the position. Please explain your relevant experience and why you want to work for The Cheese School!