



## **POSITION DESCRIPTION**

**Position: Uniform Shop Manager**

**Line Manager: Finance Manager**

**Time:** Permanent Part-Time, 30 hours per week / FTE: 0.8

**Classification:** Administration Grade 4

## **INDICATIVE RESPONSIBILITIES**

The Uniform Shop Manager will provide professional service to members of the College community and visitors, including:

- Warmly welcoming customers, attending promptly to their needs during Shop opening hours and for scheduled appointments, and ensuring that their needs are met in an efficient and friendly manner
- Listening to customer feedback and identifying areas for improvement
- Providing accurate information on current uniform requirements and College services
- Answering queries from parents and following up with the appropriate members of staff as required
- Maintaining professional communication with all students, parents, staff, the wider community and other visitors to the College

The Uniform Shop Manager will manage the day-to-day operations of the Uniform Shop by fulfilling the following responsibilities:

- Managing stock including checking all inventory coming in and stock going out
- Placing orders with suppliers, approving invoices and reconciling accounts
- Maintaining an accurate inventory of stock in MYOB
- Conducting a full stocktake in June and in December
- Undertaking the daily close off of sales transactions and reconciling cash, credit and EFTPOS transactions to the records in MYOB
- Determining the pricing of all items (in conjunction with the Director of Finance and Resources) and updating the prices in MYOB
- Ensuring all items are displayed appropriately in the Shop
- Preparing second-hand items for sale
- Establishing and maintaining positive relationships with suppliers
- Determining appropriate quality control measures for all stock

- Monitoring monthly stock and sales reports with the Director of Finance and Resource
- Preparing regular information notes for the College newsletter
- Liaising with the Principal on all matters relating to College uniform design and the use of the College crest on other items.
- Preparing rosters, ensuring adequate volunteers are in place for peak times

The above duties may be varied from time to time at the discretion of the Principal.

## **Work Health and Safety**

This role is deemed to be a Worker under the Work Health and Safety Act. As a Worker, while at work the Uniform Shop Manager must;

- take reasonable care for his or her own health and safety
- take reasonable care that his or her actions or omissions do not adversely affect the health and safety of other persons
- comply with any reasonable instruction given by the College
- assist in support of a safe workplace by reporting hazards, incidents, accidents and potential risk.
- appropriately use any equipment provided at the workplace
- cooperate with any reasonable policy or procedure of the College that is related to health and safety at the workplace that has been notified to workers

## **PERSON SPECIFICATION**

### **Qualifications and Experience**

- Previous retail management experience in a clothing environment
- Experience in an educational environment (desirable)

### **Skills and Knowledge**

- Intermediate skills with Microsoft Office and internet
- Excellent stock control, money handling and retail management skills
- Excellent EFTPOS and credit card systems skills
- Knowledge of, and previous experience using, the MYOB – Retail Manager
- Sound oral, written and interpersonal communication skills
- Strong organisational and time management skills, particularly the ability to manage competing priorities
- Skills in leading and managing a small team

## **Personal Attributes**

- Able to establish positive relationships with staff, students, parents and visitors
- Able to communicate effectively with people from a range of backgrounds
- Able to act calmly in the face of adversity or emergency
- High professional standards and the ability to present an appropriate image of the College
- Able to work autonomously and as part of a team
- Flexible in approach and able to manage competing deadlines and tasks
- Great attention to detail
- Able to maintain confidential information and act with discretion and decorum
- An open and friendly disposition

## **Special Conditions**

- A current Working with Children Check
- National Police Clearance is required to be undertaken before commencement and every three (3) years thereafter
- Basic First Aid qualification and certificate of completion provided

## **Approved**

Warren Hodges Director of Finance and Resources

February 10, 2021