

POSITION DESCRIPTION

The Uniform Shop Manager will be responsible for the effective and efficient operation of the College Uniform Shop, providing exceptional customer service, best practices and fostering positive relationships within the Salvado Catholic College Community.

ORGANISATIONAL STRUCTURE

The Uniform Shop Manager will be:

- Directly responsible to the Principal
- Expected to liaise with the Administration Officers and Head of Finance

ESSENTIAL CRITERIA

- Be fully supportive of the objectives and ethos of Catholic education.
- A willingness to learn, have a positive attitude and the ability to work cooperatively with students, staff, parents/carers and volunteers.
- Have excellent interpersonal and organisational skills.
- Demonstrate initiative, flexibility and the ability to work independently.
- Possess relevant experience in managing a school uniform shop.
- Have experience dealing with suppliers, ordering and exercising stock control.

ROLE DESCRIPTION & RESPONSIBILITIES

Administration

- Open and operate the Uniform Shop at designated times with flexibility to extend trading hours during busy periods.
- Maintain the Uniform Shop in a clean, tidy and well-presented condition at all times.
- Communicate with parents, students and staff in a positive and professional manner.
- Maintain accurate records of stock sold and payments received.
- Assist in placing orders with suppliers of uniform items and maintain necessary stock of each item.
- Efficiently receive and process stock.
- Maintain supplies of stock.
- Process second-hand uniforms for sale (if applicable).
- Liaise with College Staff and place orders for various staff uniforms.
- Place orders for College tour/extra curricular group clothing where required.
- Provide daily takings and depositing to the Front Office for entering into AOS.
- Regular review of stock prices and suppliers.
- Conduct a full stock-take of the Uniform Shop in July and December.
- Liaise with the Enrolments Officer regarding uniform for new students.
- Actively participate on the Uniform Committee.

Managing

- Oversee and manage other Uniform shop staff.
- Manage the rostering of part-time and casual staff to meet the demands of the Uniform Shop (if applicable).
- Ensure all staff are appropriately trained and skilled in providing exceptional customer service to the College community.
- Proactively develop processes and procedures that enhance the delivery of customer service in the Uniform Shop.

Health and Safety

- Ensure risk management protocols and procedures are adhered to ensure risk minimisation.
- Demonstrate in daily activities a commitment to health and safety in the workplace by always performing tasks in the safest possible manner – safe for the individual, co-workers, students, parents/carers.
- Ensure at all times that you work in compliance with all laws, acts, regulations and internal protocols and procedures, as updated from time to time.
- Report all hazards and incidents that the individual is party to, or observes, following College protocols and procedures.

Undertake any other duties that may be requested by the Principal.

Qualifications Required

- Accreditation to Work in a Catholic School (or working towards / be prepared to acquire)
- **'CrimTrac' 100 point Check Police Clearance**
- **Working with Children Check**

Qualifications Desired

- Knowledge of QuickCliq online ordering system would be beneficial, along with computer software skills