HRSS P&C Uniform Shop Position Description as at February 2015

Hilder Road State School Uniform Shop Convenor

Job type: Casual

Hours per week: Six hours per week average, 40 weeks per year. Busy periods such as start/end of terms may be up to 12 hours per week.

Salary: Wages and conditions subject to the Parents & Citizens Associations Retail Award – State 2012

Your employer: Hilder Road State School (HRSS) Parents and Citizens Association (P&C) works together with the school’s staff, students and broader community to ensure the development, improvement and management of HRSS’ facilities and resources.

Role Description:

As HRSS’ Uniform Shop Convenor you will:

- Ensure the effective and efficient operation of HRSS’ uniform shop by providing a sufficient range of uniforms at a reasonable cost to the school community.
- Coordinate and maintain a network of community volunteers to assist with the provision of a quality school uniform shop service.
- Report to the HRSS P&C Executive.

Your role:

You will have responsibility for leading the following activities and delivering these key tasks:

- Support HRSS’ dress code standards.
- Monitor the uniform shop procedures to deliver an effective and efficient service that meets the needs of HRSS P&C, students and school.
- Participate in the development of the uniform shop budget.
- Order and maintain adequate stock levels.
- Liaise with suppliers to:
  - Place orders as needed in a timely manner
  - Ensure quality of merchandise is maintained
  - Ensure best possible price is achieved.
- Operate point of sale equipment and use data to assist with monitoring of stock levels.
- Manage uniform shop volunteers, including:
  - Ensuring a positive work environment is maintained and volunteers are clear about tasks needing to be undertaken
  - Preparation of volunteer rosters on a weekly basis.
- Promote good clientele and public relations at every opportunity, including weekly advertisements in HRSS newsletter, participation in HRSS’ open day etc.
- Maintain security of uniform shop, retaining keys and arming and disarming school security systems as required.

Reporting requirements for this role includes:

- Perform a stock take each month and provide details to the HRSS P&C Executive.
- Report matters affecting the running of the uniform shop through regular meetings/communications with the HRSS P&C Executive.
- Provide a monthly update ‘Uniform Shop update’ report at HRSS P&C meetings.

To Apply: Please send a letter outlining your expression of interest along with resume or summary of your experience to pandc@hildroadss.eq.edu.au by COB Fri 6 March 2015.

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