

## Position Description

<b>Role Title:</b>	Uniform Shop Manager
<b>Employment Status:</b>	Casual– up to 30hrs/wk
<b>Reports To:</b>	The Uniform Shop Manager is accountable to the P & C VP Operations and reports to the P & C Operations Manager.

### Purpose of Position

To provide a high calibre of retail management expertise to ensure the efficient operation of the functions and activities of the Uniform Shop in order that it can trade profitably and provide a high level of service to the school's community. This includes managing the day to day operations of the Uniform Shop and be responsible for the effective and efficient operation of the Uniform Shop in accordance with the policies and directions of the BSHS P&C Association.

To actively promote the objectives and goals of the Parents & Citizens Association within the school community.

### Key Responsibilities

1. Manage the Uniform Shop efficiently by:

- Ordering and purchasing all uniforms, supporter clothing and accessories as necessary; ( MYOB Retail Manager)
- Ensure all uniforms meet quality control standards;
- Maintaining neat, functional and safe presentation of Uniform shop stock, including merchandising shop front windows and internal space to enhance sales;
- Managing staff and volunteers who work in the shop on a daily basis, in accordance with P & C employment policy;
- Pricing uniforms appropriately in consultation with the P& C Operations Manager and in accordance with P & C Association policy.
- Communicating with parents, students, school staff concerning;
  - (a) prices of uniforms, including second-hand
  - (b) uniform requirements and school policy
  - (c) availability, repairs and warranties
  - (d) Ordering of special sizes

2. Receipt, collect and prepare money/cash up on a daily basis in MYOB Retail Manager for banking each week;

3. Liaise with uniform suppliers regarding: ordering, pricing, quality control, new samples, invoicing, and any changes affecting supply of uniforms;
4. Manage inventory to ensure continuous supply levels of uniforms, as required during the year;
5. Liaise regularly with P & C Operations manager regarding trading hours, pricing, supplier tenders, staffing, customer service, OHS, marketing, school website information, newsletter promotions and any other operational or administrative matters involved in the day to day operations;
6. Liaise regularly with P & C Bookkeeper/Accounts to ensure timely payment of all invoices and advise any pertinent information relevant to outstanding issues with supplier invoices and stock receipt;
7. Liaise regularly with school staff, including admin, teaching, Extra Curricular activity MiC's regarding uniform requirements and ordering.
8. Prepare monthly sales report, including future promotion for increasing sales for Operations manager;
9. Conduct full annual stocktake each year, by end of term 3 and prepare reports for Operations manager for Audit purposes; (MYOB Retail Manager)
10. Coordinate, prepare, promote and manage all operations of January back to school uniform sales the week before school commences each year.
11. Maintain up-to-date price lists at all times for shop, school website, enrolment information from school;
12. Participation in all meetings required to attend;

### **Selection Criteria**

1. Demonstrated experience in ordering and inventory management in a retail environment;
2. Proven ability to work with and manage a small team of staff and volunteer parents, including attraction and recruitment of volunteers;
3. Excellent communication skills, including ability to communicate positively with students, staff, parents and suppliers;
4. Excellent time management and organisation skills to ensure efficient operation of uniform shop, including coordination of sales, stock ordering, reporting, forward planning;
5. Demonstrated ability to work well under pressure, whilst maintaining positive attitude, in order to prioritise and delegate tasks as necessary;
6. Proven understanding of Quality Assurance and Workplace Health and Safety practices;
7. Current Blue Card holder, or be willing to obtain Blue Card within one month of employment commencing;
8. Proven customer service competency and focus;
9. Demonstrated personal integrity ( dealing with complaints, and handling large sums of cash)
10. Demonstrated confidence and experience with MS Office, MYOB Retail Manager, eftpos and cashless systems such as My Student Account.