

Faith Lutheran College

Uniform Shop Manager



POSITION Uniform Shop Manager

COMMENCEMENT June, 2019

RESPONSIBLE TO The Uniform Shop Manager is responsible to the Principal through the Director of Strategy & Operations and Head of Staff.

SALARY & ALLOWANCE This is a permanent part time position of 21 hours per week for 45 weeks per year. The days of work are Monday, Wednesday and Friday and hours of duty are from 8.15 am to 3:45 pm. This includes a 20-minute paid morning tea break and an unpaid 30-minute lunch break. Salary is as stipulated in the Lutheran Schools Enterprise Agreement as an LSO Grade 2 Level 1.

POSITION SUMMARY This position has as its major focus the overall management of the Uniform Shop. The Uniform Shop Manager position requires the skills to effectively operate and manage the Uniform Shop and to liaise with key staff in the administration tasks associated with the Uniform Shop. The Uniform Shop Manager position requires an understanding of and commitment to the role, effective communication skills, initiative, an ability to develop a good rapport with members of our College community and sensitivity to the needs of others. Well developed decision making and problem-solving skills and an ability to work effectively in a team are also important qualities.

General Expectation

- Display the qualities that will enable the role to be carried out effectively and are congruent with the mission and values of the College.

Specific Requirements

- Some Retail background an advantage.
- Current Department for Communities and Social Inclusion / Working with Children Check.
- Good understanding of Windows, Outlook and Excel.

General Responsibilities

- Assist the Principal in fulfilling the mission and aims of the College and to support and maintain the philosophy and ethos of the College.
- To accept the delegated responsibility and authority vested by the Principal and assume the overall management of this position.

Specific Responsibilities

- Overall management of Uniform Shop stock in relation to:
 - Ordering of quality stock.
 - Appropriate pricing.
 - Sales.
 - Maintenance of stock levels.
 - Undertaking quarterly stocktake.
- Complete computer data entry and other IT administrative tasks.
- Organise and prepare displays.
- Supervise casual staff.
- Communicating with parents and students.
- Clean Uniform Shop as required.
- Coordinate second hand uniform arrangements:
 - sorting, cataloguing and preparation for sale.
 - prepare payment documentation for second hand sales.
- Ensure the security and reconciliation of cash.
- Arrange daily transfer of cash for banking to Finance staff.
- Presentations at Information Nights for new students.
- Member of Uniform Committee.
- Liaise with TLS Campus as appropriate on uniform related matters.
- Liaise with designated Leadership Team Member in relation to student uniform concerns.
- Fulfil any other duties as negotiated with the Director of Strategy & Operations.