



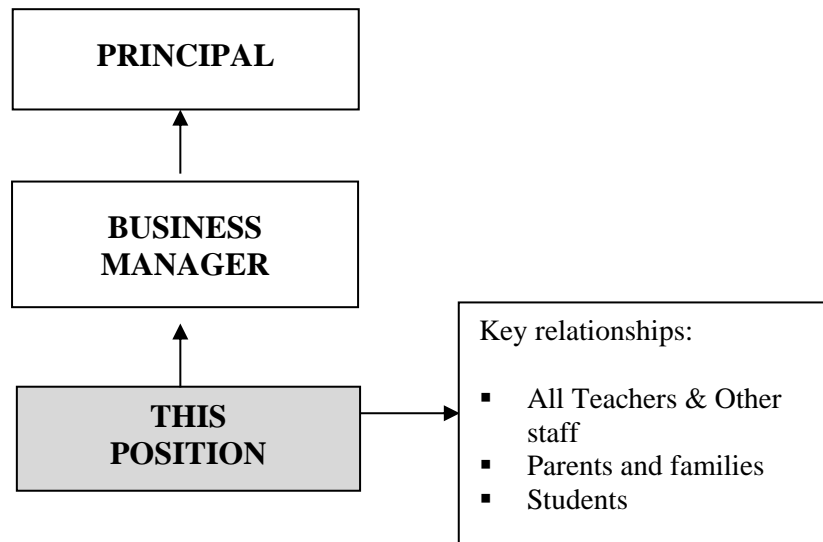
ST MARY'S COLLEGE BROOME

Uniform Shop Attendant

Date: November 2017

Position Details: The Uniform Shop Attendant is responsible to the Principal through the Business Manager for the day to day running of the uniform shop.

Responsible to:



Learning

- Maintain knowledge of current requirements for Uniforms at the College

Engagement

- Fitting and sale of uniform to students to ensure the uniform is worn correctly according to school regulations
- Availability during school holidays for uniform fittings for new students.

Accountability

- Balance takings against daily sales and maintain records for budget and audit requirements
- Process orders with suppliers
- Unpack and check quality and quantity of stock as it arrives
- Price stock arrivals
- Restock shelves and rotate stock from storeroom to ensure levels are maintained
- Undertake stocktakes
- Assist in the introduction of new software package for Uniform Shop, including relevant training

Discipleship

- Support and promote the Catholic Ethos of the College, including participation in events and activities throughout the school year

Any other duties as directed by Principal.

Appointment details as per contract

Employee:

I have read this document and agree to undertake the duties and responsibilities as listed above. I also acknowledge that I may be required to undertake varied or additional duties and responsibilities from time to time to meet the business requirements of the College that are not detailed here.

Name: _____

Signed Employee: _____ Date: _____

Signed Principal: _____ Date: _____