MACGREGOR STATE HIGH SCHOOL P&C ASSOCIATION

29 Blackwattle Street, MacGregor Qld 4109
PO Box 6020, Upper Mt Gravatt Qld 4122
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P: 07 3347 3593 | ABN 18 202 695 218

POSITION DESCRIPTION

Uniform Shop Convenor (Level 2)

Position Summary & Characteristics

The Uniform Shop Convenor (Level 2) is a person appointed by MacGregor State High School P&C association (MSHS P&C) who is responsible for the efficient and professional operation of the uniform shop including financial and operational management, under direction, in a school with 600 or more students. The Uniform Shop Convenor is required to assist, direct and support uniform shop workers and volunteers.

Mandatory requirements

- Holds a current or successful application of Working with Children Check (Blue Card).
- Available for work between 7:45am – 12:30pm on days when the uniform shop is operating.
- Available for work during Uniform Week before the beginning of every new school year.
- Provide the highest level of service to all members of the School, including students, parents and staff.
- Ability to supervise and coordinate others in a warm and professional manner.
- Excellent interpersonal, communication and organisation skills.

Technical skills required

- Basic use of Microsoft Office Suite including Excel, along with Canva and Square.
- Basic financial management skills, including ensuring transactions are properly and accurately recorded and entered.

Typical duties

- Ensure that adequate equipment is available and operational for providing uniform shop services.
- Manage uniform shop online store, including maintaining accuracy of price lists and ensuring stock is presented neatly and accurately in product images.
- Serve customers in a polite and efficient manner, including use of POS/Square registers, during service times.
- Clean front of house and storage rooms including regularly washing try-on items (at least once a term or when visibly soiled), sweeping and maintaining general tidiness and cleanliness.
- Breakdown cardboard boxes and place in recycling bins.
- Ensure any assigned keys are stored safely at all times.
- Prepare daily bank deposit slip and store the daily takings and POS/Square register float safely and securely until banked.
- Bank monies.
- Assist with uniform shop budget development including stock pricing.
- Liaise with parents, students, volunteers and other community stakeholders.

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Business operations

- Supplier and tender management responsibilities, such as liaising with potential and/or pre-qualified suppliers and vendors regarding supplies, quality control and pricing.
- Making supplier recommendations to the Operations Manager and MSHS P&C.
- Complete ordering stock with approved suppliers, receive deliveries, price merchandise, and maintain stock, if necessary consulting with the Operations Manager
- Planning and selecting appropriate equipment, services, techniques and work organisation for self and others.
- Receive, check and put away all stock in a timely manner after delivery and note any discrepancies on the delivery docket/invoice and report same to the supplier as soon as possible. Advise the MSHS P&C via the MSHS P&C Operations Manager of all discrepancies and of the outcome of all discussions (written and verbal) with supplier in this regard.
- Accurately complete purchase orders in Square inventory management, and otherwise ensure inventory records are maintained accurately.
- Maintain accurate records incl. but not limited to customer orders, returns of faulty stock, laybys, scholarship/bursaries.
- Perform stocktake at the end of Term 1 Week 3 and end of each school term or whenever directed by the MSHS P&C.
- Develop and provide written reports of the uniform shop operations (incl. but not limited to uniform sales levels, issues that may negatively impact the business, current stock levels) to the MSHS P&C via the MSHS P&C Operations Manager before each P&C General Meeting.
- Provide advice to the MSHS P&C Executive Committee on the running of the business operation.

Team management

- Assist in the recruitment and selection of lower classified employees and/or volunteers when directed by the Operations Manager or MSHS P&C Executive Committee.
- Supervision of employees in lower levels including training, coordinating work flow, checking progress and resolving problems (staff may rotate between the business units from time to time in accordance with the needs of MSHS P&C).
- Ensure all staff and volunteers comply with all relevant policies and procedures.
- Ensure accurate roster and record of volunteer workers.
- Assisting, training and general management of volunteers.

General

- Ensure completion and compliance of all necessary training as directed by MSHS P&C.
- Oversee everyday workplace health and safety practices and ensure compliance with policies and procedures at all times.
- Follow the directions of the appointed Emergency officers (eg. Fire Wardens) and/or the Principal and his/her appointed representatives in the event of an Emergency or an Emergency Drill.