



Chapel Hill State School
Striving for excellence
P&C ASSOCIATION

Chapel Hill State School Uniform Shop Convenor

Job type: Casual

Hours per week: Four hours per week average, 40 weeks per year. This includes one shop opening hour per week on either Monday or Tuesday mornings 8.00 am to 9.00 am during term time. Up to 15 additional hours per year for busy periods such as Prep transition days (Wednesday or Thursday mornings in November), January open days (two half days in the week prior to Term 1), and two stocktakes per year.

Salary: Wages and conditions subject to the *Parents & Citizens Associations Retail Award-State 2017*.

Your employer: Chapel Hill State School (CHSS) 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 CHSS' facilities and resources.

Qualifications and Experience: While no formal qualifications are necessary, it is essential that the Uniform Shop Convenor has knowledge of computer inventory systems (preferably MYOB) and good literacy and numeracy skills and an ability to communicate with people on all levels, including children. Must hold a blue card if not a current school parent.

Role Description:

As CHSS' Uniform Shop Convenor you will:

- Ensure the effective and efficient operation of CHSS' 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 CHSS P&C Executive.

Your role:

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

- Support CHSS' dress code standards.
- Monitor the uniform shop procedures to deliver an effective and efficient service that meets the needs of the CHSS 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
- Enter sales into MYOB 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 at the start of each term.
- Promote good clientele and public relations at every opportunity, including weekly advertisements in the CHSS newsletter, participation in prep transition days, etc.
- Maintain security of uniform shop.

Reporting requirements for this role includes:

- Perform a stock take twice a year and provide details to the CHSS P&C Treasurer.
- Report matters affecting the running of the uniform shop through regular meetings/communications with the Uniform Shop Subcommittee.
- Contribute to a monthly 'Uniform Shop update' report at CHSS P&C meetings (attendance at P&C meetings is voluntary).

To Apply: Please send a letter outlining your expression of interest along with resume or summary of your experience to pandc@chapelhillss.eq.edu.au by COB Fri 30 March 2018.