



MARYMOUNT
College

UNIFORM SHOP CONVENOR

Retail Employee

Mission Statement

Marymount College is a Catholic Educational Community committed to promoting life-long and life-giving learning. Gospel values are reflected in all aspects of College life, within a supportive school environment. We embrace the person and vision of Jesus Christ.

Qualifications

Tertiary qualifications at a Certificate level or equivalent qualifications relevant to the position may be required or such knowledge, qualifications and experience that are deemed by the employer as necessary to successfully carry out the duties of the position.

Characteristics

The Uniform Shop Convenor is required to manage the College Uniform Shop and will be responsible and accountable to the Principal through the College Business Manager for the successful operation of the Uniform Shop.

There is a range of roles and tasks in a variety of contexts relating to the operations and running of the Uniform Shop and good judgement will be required in the selection of equipment, work organization, services, actions and achieving outcomes.

Work is performed with no supervision and will require initiative and discretion when dealing with parents, students and staff. The Uniform Shop Convenor will need to liaise with the College Business Manager when establishing routines and procedures.

The Uniform Shop Convenor will be responsible for ensuring that the Uniform Shop runs as cost effectively as possible, providing uniforms to The College Community at a responsible price, while covering all expenses including wages and returning an appropriate profit for the purchase of College resources.

Hours of Work

This is a Fixed term, term Time position of 22 hours per week over four days. Additional hours as directed by the Business Manager during peak periods such as 'Back to School' preparation or for special projects such as Orientation day.

Hours will be required to be worked during the week before the commencement of school in January and one week after the finish of school in December.

Typical Skills and Responsibilities

Typical duties performed include, but are not limited to:

- 1. Carry out a wide range of managerial type duties including maintaining manual and computerized records**
 - Annual revision of Uniform price list
 - Maintain financial records
 - Source supplies for new uniform items
 - Liaise with suppliers
 - Regular and annual stock takes
 - Maintain stock records
- 2. Respond to enquiries from parents and students**
 - Be available to assist parents and students select appropriate uniforms
 - Assist with sizing of uniforms
 - Take phone enquiries and return calls relating to uniforms
- 3. Maintain a float. Manage the day to day accounting necessary for the uniform shop operation**
 - Preparation of invoices
 - Receipting of monies
 - Purchase of uniforms
 - Daily reconciliation of cash float
- 4. Other duties as may be requested by the Principal, Business Manager or members of the Leadership Team.**

Skills and Abilities:

- Supportive of the Catholic Ethos of Marymount College
- Friendly and adaptable
- Able to work independently and as part of a team
- Good communication skills and interpersonal skills (written and verbal)
- Possess excellent time management skills
- Confident use of technology

Knowledge:

- Proficiency in MS Office and excel is essential.

Experience

- Previous experience in a school environment would be an advantage. The preferred applicant will have experience in a retail environment.

Limits of Responsibility

The Uniform Shop Convenor is responsible to and reports on all aspects of the role to the Business Manager and the College Principal.

Reporting and other Relationships

The Uniform Shop Convenor is responsible to and reports to the Principal via the Business Manager. Because of the structures already in place within the College, significant relationships will also exist with other members of the Leadership Team, other staff members, parents, students and staff of Brisbane Catholic Education.

Workplace Health and Safety

Assist in the maintenance of OHS & W requirements within the College by:

- Supporting the development and maintenance of a best practice OH&S culture within the Uniform Shop by adhering to safe work practices.
- Encourage colleagues and others on the worksite to adhere to safe work practices.
- Comply with all relevant policies and procedures.
- Implement relevant actions in OH&S plans as required by the Business Manager.
- Participate in relevant OH&S training programs.
- Report Hazards and unsafe work practices associated with the workplace to the Business Manager.
- Suggest improvements or recommend changes to avoid, eliminate or minimize workplace hazards.
- Report work related injuries and incidents in accord with the College policy.

Classification

As per School Services Award – Level 3, Step 1.

October 2020