

# Job Description

## Uniform Shop Assistant



<b>Tenure:</b>	Permanent Part Time
<b>Responsible to:</b>	Principal, Business Manager and Finance Manager
<b>Salary and Allowance:</b>	Salary Conditions are based on Level 2 entry point 1 of the Lutheran School Enterprise Agreement of 2017 for Lutheran School Officers.
<b>Position Summary:</b>	9 hours per week over 44 weeks

### Job Description

The Uniform Shop Assistant will be part of the school's Administration Team and will need to develop and maintain a positive and effective working relationship in this area. The Uniform Shop Assistant will also be able to work cooperatively with other staff members and the community, and actively participate in team building.

The Uniform Shop Assistant must present a positive image of the school at all times, promoting a healthy sense of community and care within the school.

They will need to:

- Provide an excellent level of service to all staff, parents, students and visitors to the school.
- Appreciate the business nature of the school and seek ways to provide excellent service at all times.
- Encourage mutual support (interdependence/cooperation).
- Maintain clear communication at all times.

The Uniform Shop Assistant will come in contact with, and become aware of information which is private and confidential and of a sensitive nature. It is a requirement of this position that all such information is kept confidential.

The Uniform Shop Assistant fulfils an integral role in our school, and therefore must reflect a sound understanding and commitment to our school's ethos, as stated in the school's mission, vision and core values.



## Duties and Responsibilities

### Training and Knowledge

- First Aid Certificate (preferable)
- Mandatory Reporting
- Valuing Safe Communities
- Retail knowledge
- Use of computers to maintain stock records and to undertake word processing and other relevant electronic processes.

### Uniform Shop Assistant

#### Sales

- Assist families in the selection of current and correct uniform and care and maintenance of uniforms.
- Liaise with families to ensure correct uniform is fitted and selected.
- Purchase and sell other items as appropriate in response to customer demand, including for example standard clothing items consistent with the uniform.
- Process the payment of goods in a timely manner.
- Process and sale of second hand stock.
- Take Special Orders for items/size not currently in stock and communicate these orders to the Store Manager for ordering.
- Arrange for repair of damaged goods with suppliers and communicate progress to the families concerned

#### Stock Management

- Assist in the unboxing, stock replenishment and pricing of all stock.
- Ensure stock is rotated.
- Maintain displays and restock shelves as necessary.
- Assist in Stocktaking and entering stock take on system
- Cleaning of Shop premises
- Ensure stock is always tidy and well presented in the store and stock room.
- Ensure that the store is always clean.

## WH&S

- Be aware of Work, Health and Safety issues and practices.
- Comply with any procedures or directions relating to safe work practices
- Accept responsibility for personal safety and for taking due care in completing tasks

## Performance Skills Standards

- Review to be conducted annually with the Uniform Shop Manager, the Business Manager and/or the Principal.

## Conditions

- Work days will be negotiated with the Principal/Business Manager at the time of appointment. Any changes to these days once set, are to be negotiated with the Principal/Business Manager.
- Some school holiday work is expected.
- There may be times when you may be required to work extra days due to additional requirements. These days will be negotiated with the Principal/Business Manager and may be paid in lieu of time off or paid at the casual rate.

## Acknowledgement

This Job Description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the role.

## APPLICATIONS

**Positions commence:** Term 3, 2021

**Applications close:** By close of business, Wednesday, 30<sup>th</sup> June 2021

Applications are invited for this position and should address the regular duties statement and include a resume with three referees (two professional and one pastoral). Applications are to be marked **CONFIDENTIAL** and directed to the Principal:

Mr Stephen Jude  
Principal  
PO Box 3199  
PORT LINCOLN SA 5606

Electronic Applications are welcome and should be emailed to: [principal@navigator.sa.edu.au](mailto:principal@navigator.sa.edu.au) with the subject line reading **CONFIDENTIAL**.

**Any enquiries regarding the positions should be directed to:**

Mrs Amy Blacker

Principal's Assistant

Phone: (08) 8682 5099