POSITION: Uniform Shop Coordinator

LOCATION: St Pius X Catholic Primary School
Corner Ley Street and Cloister Avenue
MANNING WA 6152

REVISION DATE: May 2014

OBJECTIVE: The principle objectives of this position are to:

- Coordinate, supply and maintain all school uniform requirements as directed by the P&F Executive Committee and the School Principal.

STATUS: This volunteer position will report directly to P&F Executive Committee and the School Principal.

RESPONSIBILITIES: Responsibilities of this role will include:

- Act in accordance with the P&F Constitution.

- Act in accordance with the School Vision, Mission and Values.

- Act in accordance with the School Policies.

- Work in close liaison with the School Principal and P&F Executive Committee to ensure the ongoing and consistent supply of the “approved” school uniform.

- Nurture and build upon supplier relationships ensuring you are kept up to date at all times.

- Ensure Uniform Shop is opened every Friday during the school term between 8.30am – 9.00am and on other occasions as seen necessary e.g. first day back at school where new season uniform has to be worn (e.g. winter uniform).
• Coordinate and implement uniform shop roster ensuring appropriate coverage is supplied.

• Ensure a neat, tidy and well organised maintained uniform shop.

• Undertake annual stock take at the end of May, compiling summary of new stock order required, based upon previous yearly sales.

• Prepare “Proposed new stock purchase order”. Report for P&F Executive Committee’s approval and then subsequent ordering with various suppliers.

• Ensure stock is ordered at the most economical rate at all times.

• Annually review stock item prices, ensuring appropriate margin is applied to final sale price.

• Review stock styles, as and when necessary, and coordinate any new purchase, ensuring the School Principal and P&F Executive Committees approval before implementation.

• Coordinate and undertake in October and March each year a “Year 1 Summer and Winter Uniform fitting” schedule, along with fitting times for any other new student to the school as and when required.

• Ensure all parents are aware of School Uniform policy upon initial fitting and on an ongoing basis.

• Coordinate and participate in “Bookshop Collection Day” in January, making school uniform supplies available for purchase.

• Attend Kindergarten Orientation and make available for purchase all relevant kindergarten uniform stock e.g. shirts, jumpers and hats.

• Coordinate and maintain second hand school uniforms, including the recycling of any unclaimed lost property at the end of each school year.
ST PIUS X PARENTS AND FRIENDS
POSITION DESCRIPTION
UNIFORM SHOP CO-ORDINATOR

- Coordinate order and supply Leavers shirts for distribution in term 1.

- Update and maintain sales VU e.g. inputting new stock orders, updating sale prices, reconciling stock quantities, printing off required sales reports etc.

- Download and manipulate CVS data files to prepare various stock and sales reports using Excel.

EXPERIENCE / PERSONAL ATTRIBUTES

The following qualities are considered essential:

- Computer literate and comfortable using an ipad and intermediate level of knowledge of Word and Excel.

- Ability to volunteer every Friday on a consistent basis.

- A happy disposition.

- A flexible and adaptable nature.

- Excellent interpersonal skills.

- The ability to handle pressure.

- The ability to work in a team environment and independently.

- Proven common sense and attention to detail.

- Hands on attitude.

UNIFORM SHOP ASSITANTS:

The Uniform shop will operate with assistance:

- To ensure a shared workload for these volunteer roles it is recommended that a minimum of two assistants will work with the Uniform Shop Coordinator.

- Uniform Shop Assistants will work in conjunction with the Uniform Shop Coordinator to ensure their responsibilities are achieved.