



Job Title:	Uniform Shop Assistant
Reports To:	Uniform Shop Manager
Direct Reports:	Nil
Section of School:	Educational Services
Liaises with:	Whole School Community

St Stephen's School Vision:	St Stephen's School is a Uniting Church School that is Christ centred, student focused and community based
St Stephen's School Values:	<p>The way that we go about our business at St Stephen's is underpinned by five core values. All students, staff and Council members are expected to embrace these values as they undertake their various roles.</p> <ul style="list-style-type: none"> • Faith • Learning • Care • Service • Community
Role and intent:	<p>The Uniform Shop Assistant undertakes duties to support the Uniform Shop Manager in providing the Uniform needs of the school community.</p> <p>The employee is required to display some flexibility with respect to hours worked and tasks performed.</p>
Role requirements:	<ul style="list-style-type: none"> • Open and set up the Uniform Shop on trading days • Serve customers, while offering advice and addressing current uniform standards • Enter sales onto Lightspeed Sales System • Process payments (cash and EFT) and issue receipts • Perform end of day sales close off • Unpack, verify and barcode stock • Receive and select appropriate secondhand garments from parents for sale • Maintain secondhand stock records and enquiries • Prepare quarterly secondhand sales reports for and distribute to Accounts Department • Dispose of unsuitable secondhand garments and those not sold within one year of receipt. • Ensure good order and layout of the Uniform Shop • Train and supervise volunteers • Undertake stock take as necessary • Liaise with school staff as required • Liaise with sales representatives as required • Undertake and apply Work Health and Safety requirements and adhere to the School's policies and procedures at all times • Serve as a good ambassador of the School • Any other tasks as determined by the Uniform Shop Manager



Key Performance Indicators:	<ul style="list-style-type: none"> Presentation - Ensure shop / shelves / counter are clean and presentable at all times Ensure all students and parents are provided with a quality service in a timely, efficient and friendly manner Ensure end of day balance is completed and reconciled in accordance with procedures Maintain good order and follow workplace health and safety procedures Always act in a manner that seeks to enhance the safety culture of the School. Participate in Work Health and Safety induction and training.
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Selection Criteria:	<ul style="list-style-type: none"> Previous experience in a similar role or working in a school environment The Working with Children (Criminal Record Checking) Act 2004 applies for anyone working in child related employment National Criminal Record Checking (except Teaching staff) Good communication and interpersonal skills Well organised, accurate, creative and innovative with the ability to prioritise tasks A flexible and adaptable approach to work Previous experience in using Word and Excel Willingness to positively and actively contribute to the Christian culture of the School Be able to role model Christian behaviour in all aspects of the role
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I understand and accept the responsibilities as outlined in this Job Description.	
Signed: [acceptance_status]	Date: [acceptance_date]
<i>This document was approved by Uniform Shop Manager/DFA Aug 2024</i>	

The below information is not required to be printed

Version	Date	Review Date	Author	Comments	Approval
4	Jan 2024	Jan 2026	P&C	Content update	USM/DFA
3	Sept 2021	Sept 2023	Steph Snyman	Updated / New Template	DFA
2	Sept 2018	Aug 2020	Valery Wells	Rebranding	E-Team
1	July 2014	July 2015	Maria Moraitis	New	CFO