

Aspley State School Parents' & Citizens' Association
UNIFORM SHOP CONVENOR
CASUAL POSITION
6 to 8 hours per week

About the business

Aspley State School P&C Association – Business Operations | Uniform Shop

About the role

The Uniform Shop convenor is responsible for the operation of the retail shop, fitting existing and potential students into school uniform in line with school policy.

Requires stock control through POS system, stock takes each term, managing the ordering of stock and updating Flexischools. You will be required to deal directly with suppliers, and make decision about supplier contracts and costs, predict stock and ordering levels.

A part of this role includes administrative duties in supporting the Business Operations of the P&C Tuckshop and Uniform Shop.

The successful applicant will actively promote the objectives and goals of the Parents & Citizens Aspley State School P&C Association the School community.

Ability to work independently, but also collaboratively with other employees and the P&C Executive Officers and School staff.

Establish and maintain a roster for all volunteer workers in the Uniform Shop.

Looking for long term prospect (minimum 12 months) who is interested in working 6 to 8 hours per week. Requires person to provide additional time in busier periods (beginning and end of school year).

This is a casual role of up to 8 hours per week, paid at the award wage in the Retail Operations Stream as per the P&C Award 2017.

Skills and experience

Experience in customer service, cash handling, touch screen POS systems, IT (computers), and stock take are preferred.

Willingness to undertake additional training as required.

Blue Card (Working with Children Check) mandatory (at time of starting position).

Current First Aid Certificate preferred.

To apply for this position, please provide a covering letter addressing how you will be able to meet the requirements of this role, and a summary of previous work experience or relevant qualifications, attention to:

Alice Long
Aspley State School P&C Association
Aspley State School
Maundrell Terrace
Aspley Q 4034
pandc@aspleyss.eq.edu.au

EXPRESSIONS OF INTEREST CLOSE MIDDAY 31st MARCH 2018.