UNIFORM SHOP MANAGER – Casual Position Available

Caroline Chisholm School P&C Association is seeking a well presented, enthusiastic and self-motivated Uniform Shop Manager to oversee Uniform Shop operations within our school. The role on offer involves purchasing, ordering, and retailing school uniform items to our students. This position is a great opportunity for individuals looking for 6 typical hours of Casual work per week during school hours with stand-down over school and public holidays. On-site Uniform Shop hours are predicted to be Tuesday 8am - 10am and Thursday 3pm – 5pm with an additional 2 hours per week provided for administrative purposes (including the week prior to commencement of school terms). The possibility of additional hours may exist for special opening times as agreed.

The successful applicant will be employed under the General Retail Industry Award 2010 (MA000004) Level 3.

Duties & Responsibilities

- Manage the operation of the Uniform Shop to a high standard, including stock management and maintenance of equipment
- Plan for and implement uniform changes in consultation with the school community
- Order, purchase and unpack incoming stock deliveries
- Collate, prepare and distribute online uniform orders
- Manage Uniform Shop volunteers
- Conduct banking and keep accurate income/expenditure records
- Ensure adherence to P&C policies, procedures, operational requirements and Government regulations.

Key Selection Criteria

- Strong working knowledge of Australian Consumer Law guidelines and current CCS and Directorate Uniform and Dress standards policies.
- Strong communication skills with peers, school staff and school aged children.

Desirable:

- Previous retail experience, including stock management
- Currently registered Working With Vulnerable People (WWVP) ACT cardholder
- Book keeping/Accounts Management experience

Submit applications including an expression of interest, resume and copies of relevant qualifications to ccs.pandc.contact@gmail.com by COB on 6th January, 2017.

Fiomna Green, P&C President
What a BRILLIANT year 2016 has been! Wishing everyone a safe and happy Christmas! Looking forward to seeing you all in 2017 😊

Merry Christmas Everyone! I hope you all have an excellent holiday and come back ready for 2017!

Merry Christmas to all of the CCS community and happy new year! See you all in 2017.

Miss Alinta

Kris

Merry Christmas and happy new year! See you all in 2017 in CCS.

Katelyn

This year was very rewarding for me. I look forward to the school through the brilliant holiday.

Rachel

Happy holidays everyone! I hope the start of 2017 sees you safe and well.

Ade

Merry Christmas! See you all in the new year! 😊

Merry Christmas, have a wonderful break! See you all in 2017.

Linda

Have a very merry Christmas! Have a very merry Christmas and happy new year!

Naray

Happy Holidays everyone! I hope the start of 2017 sees you safe and well.

Michelle

Merry holidays! Enjoy your break in the Christmas.

Karen

Merry Christmas Everyone! Be safe and see you all back in 2017.

Sarah

Have a wonderful and safe holiday.

Kristie

Best wishes this holiday.

Jacqui

Have a happy new year! Have a happy new year!

Andrea

Merry Christmas and have a safe holiday!

C. Michelle

Merry Christmas and Happy New Year! Enjoy your break! Stay safe.

Debbie

Merry Christmas! Enjoy your break! Have a wonderful break.

Kayla

Merry Christmas! & Happy New Year! Enjoy your break! Stay safe.

Shirley

Merry Christmas! & Happy New Year! Enjoy your break! Stay safe.

Miss Shaw

All the very best

Annette

Have a wonderful break! Stay safe.

Stef

Merry Christmas! & Happy New Year! Enjoy your break!

Miss Varma

Merry Christmas! & Happy New Year! Enjoy your break! Stay safe.

Josie

Merry Christmas! & Happy New Year! Enjoy your break! Stay safe.

Sarah

Merry Christmas! & Happy New Year! Enjoy your break! Stay safe.

Sarah