

Uniform Shop Manager Role

Killara High School

KHS P&C seek to employ a **Manager for the Killara High Uniform Shop**.

The ideal candidate is a friendly, enthusiastic person with excellent organisational, interpersonal, communication and time management skills.

The Uniform Shop Manager is a staff member of the Parents & Citizens Association of Killara High School. The person holding this role will work closely with the Uniform Shop Assistant Manager. This is an important role within the school as the Manager is a key contact point for parents, students and staff. A current Working With Children Clearance Check is required for this position.

You will ensure the smooth operation of the Uniform Shop by being motivated, completing your designated tasks in a timely and accurate manner and being able to use your initiative.

Duties include customer service, assisting with uniform fittings, managing supplier relationships, purchasing stock, managing on-line updates and filling orders, ensuring the point of sale system is accurate, inventory control, undertaking stock takes, managing all aspects of banking, end of day balancing, quarterly MYOB application input; and communication and marketing with parents, students and staff. Previous experience in Retail would be an advantage.

This casual position is expected to be required for **approximately 10-12 hours per week**, although this will increase during busy periods.

- The shop is currently open on Tuesday and Friday mornings from 8am to 10.30am during school terms. Generally, the Uniform Shop Manager will split the days for running the shop with the Uniform Shop Assistant Manager.
- During Term 1 and the first 2-3 weeks of each term, along with special events including Open Day and Orientation Day both staff members will be required due to the high volume of on-line orders generated and the large number of in-store customers.
- The Uniform Shop Manager will also be required to work on weekends and school holidays during the change of uniform period between term 1 and term 2 as well as in mid-late November, December and January when fittings will be required for students commencing in term one of the new year.

Please send an email to khspandc3@gmail.com for more information regarding this role.

All applicants will receive a more detailed job description.
Applicants should address the requirements in their final submission.

Please address your email to:
KHS P&C Uniform Shop Sub-committee
Killara High

The Application Process is now OPEN
We would like to fill the position by Jan-Feb 2022.

Thank you