

Uniform Shop Assistant Manager

Killara High School

KHS P & C seek to employ an **Assistant Manager of the Killara High Uniform Shop**. The ideal candidate is a friendly, enthusiastic person with excellent communication, interpersonal and organisational skills to assist the Uniform Shop Manager.

The Uniform Shop Assistant Manager is a staff member employed by the Parents & Citizens Association of Killara High School. The person holding this role will work closely with the Uniform Shop Manager. This role is an important one, with this staff member often providing the first interaction between new families and the school. A current Working With Children Clearance Check is required for this position.

You will be willing to work independently, providing advice to both existing and future students and their families; assisting with fittings, sales and providing information about the shop such as using the school on-line ordering system. The person within this role should be self-motivated and confident to work within a busy environment, often with little on-the-floor assistance.

Duties include: customer service and advice, assisting with uniform fittings and sales, monitoring and filling on-line orders, updating the on line ordering software to reflect accurate information in a timely manner, participating in stock takes, performing end of day balancing, co-ordinating the second hand process and sales; and managing volunteer rosters, listing and communication. Previous experience in Retail would be an advantage.

This casual position is expected to be required for **approximately 6-8 hours weekly**, 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 Assistant Manager and the Uniform Shop Manager will split the opening hours, and cover for each other when required. 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 number of on line orders and in-shop customers.
- The Uniform Shop Assistant Manager will also be required to work on weekends and during 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 addressed 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