



## JOB DESCRIPTION

<b>Title:</b>	Uniform Shop Assistant
<b>Reports to:</b>	Uniform Shop Manager
<b>Working Relationships</b>	Internal: <ul style="list-style-type: none"> <li>• Payroll Team</li> <li>• MBC Staff</li> </ul> External: <ul style="list-style-type: none"> <li>• Parents, Students</li> </ul>
<b>Current FTE:</b>	0.4
<b>Work days/hours:</b>	Monday to Friday ; 8.15am-11.15am (working hours to be discussed further in the interview)
<b>Job Summary</b>	
<ul style="list-style-type: none"> <li>• The Uniform Shop Assistant assists the Uniform Shop Manager in the provision of services in the College Uniform Shop.</li> </ul>	
<b>Qualifications / Work Experience</b>	
<ul style="list-style-type: none"> <li>• Retail customer service experience</li> <li>• A commitment to child safety and a Working with Children Check</li> <li>• Valid Australian work rights to apply for this position</li> <li>• Proficient ICT skills – MYOB Retail Manager desirable</li> </ul>	
<b>Personal Specifications / Key Tasks &amp; Responsibilities</b>	
<ul style="list-style-type: none"> <li>• Willingness to uphold and live the Mission, Vision and Christian values of Mandurah Baptist College</li> <li>• Strong communication and customer service skills</li> <li>• Able to work independently</li> <li>• Able to manage time effectively</li> <li>• Excellent interpersonal skills</li> <li>• Detail-oriented and organised</li> <li>• A team player</li> <li>• Computer literate and an ability to learn new systems</li> <li>• Prepared to learn and grow in the role to assist with other processes</li> </ul>	
<b>Key Tasks &amp; Responsibilities</b>	
<ul style="list-style-type: none"> <li>• Serve parents and students</li> <li>• Be helpful, polite and refer any unresolved problems through to the Uniform Shop Manager</li> <li>• Replace stock on sizing kit</li> <li>• Assist with processing sales</li> <li>• End of day cash-up</li> <li>• Check and top-up shelves and containers as required</li> <li>• Receive and sort second hand items</li> <li>• Assist with receiving, counting, barcoding and storing stock</li> <li>• Assist with checking stock levels</li> <li>• Assist with checking orders before submitting to suppliers</li> <li>• Assist with laybys by loading, checking, emailing and filing</li> <li>• SMSing appointment confirmations for bulk fittings</li> </ul>	

- Preparation for packing – rotate sizing kit, line shelves etc
- Packing laybys
- SMSing collections and follow-ups for new enrolments
- Checking layby at collection point with parent
- Help with stock takes

**Created on 1 October 2024**

**Last Updated: 29 October 2024**