

UNIFORM SHOP COORDINATOR **POSITION VACANT**

Cheltenham Girls High School and Daylight Sportswear are looking for a bright, happy and friendly person to fill the position of **Uniform Shop Coordinator**.

Hours will be approximately 8 hrs. Per week, with extra hours during busy periods.

Successful applicants will need to have a friendly personality, good written and oral communication skills, excellent organization skills and general computer knowledge.

Previous retail, cash handling experience, customer service background and/or a previous position in school or community organization will be highly regarded.

Please forward a cover letter addressing the above criteria + a resume to:

Narelle Azzopardi

Area Manager

Daylight Sportswear P/L

6-8 Lone Pine PL

Smeaton Grange NSW 2567

Applications Close Friday 11th August 2017

Successful applicants will be notified of interview times within 2 weeks of the closing date.

UNIFORM SHOP COORDINATOR JOB SPECIFICATIONS

1. To open the shop at each day and secure the premises at the close of day.
2. To sell items of uniform to students and parents/careers of students.
3. To handle payments for uniforms by way of cash, cheque or credit card.
4. To record all details of sales, refunds and exchanges on P.O.S computer system.
5. To balance takings at the end of the day and send sales summary to Daylight Head Office.
6. To act in accordance to special instructions from the Principal.
7. To count and record stocktake figures on all items of uniform held in the store at the request of Daylight P/L.
8. To keep the shop premises in a clean and tidy condition at all times.
9. To assist in advertising by way of displaying dummies, price lists, school newsletters and any approved promotional material.
10. "SPECIAL OPERATING TIMES" – During this period, assist in the planning and operational procedures, and to make time available to attend the shop during the days scheduled, e.g. Orientation Day, January holidays and 'return to school' periods.