



LA SALLE COLLEGE ROLE DESCRIPTION Uniform Shop Assistant

ACCOUNTABLE TO:	Uniform Shop Manager
LEARNING AREA:	Uniform Shop
EMPLOYMENT CONDITIONS:	The Roman Catholic Archbishop of Perth Non Teaching Staff Enterprise Bargaining Agreement 2014
LEVEL / STEP:	According to experience and qualifications
COMMENCEMENT:	Immediate Start
STATUS:	Casual

OUR FAITH AND LASALLIAN VALUES

Faith | Excellence | Service

We are a school of excellence guided by our Lasallian principles and Christian values, we celebrate our students' individual needs and interests, empowering them to discover their unique potential. Through our programs, teachings, behaviours and actions, we encourage our College community to discover more about the Catholic faith and inspire them to realise their best self and live not by their fears but their hopes, not by their words but by their deeds. As a College, we've been given the gift of nurturing the young minds and hearts of our students and helping them realise their value, individuality, and the positive impact they can have on the lives of others.

ROLE OUTLINE

The Uniform Shop Assistant is primarily responsible for supporting the Uniform Shop Manager in the running of the Uniform Shop and stock room, including maintaining accurate records of sales and supporting students in upholding the College's dress code. In their day-to-day duties, the uniform shop undertakes other responsibilities as directed by the Principal.

KEY ACCOUNTABILITIES

1.0 CATHOLIC IDENTITY AND MISSION

- 1.1 Gives personal witness to Catholic values in their day-to-day duties and engages students, staff and the community in the mission of the College as a Catholic school
- 1.2 Promotes and supports community outreach programs and social justice initiatives underpinned by Catholic Social Teaching
- 1.3 Seeks or maintains Accreditation to Work consistent with CEWA Limited requirements

2.0 UNIFORM SHOP

- 2.1 Provides a high level of customer service to all members of the College community
- 2.2 Accurately records and enters sales into MYOB
- 2.3 Assists staff, parents and students with enquiries, fittings and purchases
- 2.4 Reconciles the register on a daily basis and prepares banking for submission to Finance
- 2.5 Assists with ordering of uniforms, revision of uniform prices, updating customer price lists
- 2.6 Processes uniform orders and payments over the telephone and via online ordering
- 2.7 Assists with control of new and second-hand stock
- 2.8 In conjunction with the Uniform Shop Manager, undertakes stock takes, regular stock checks and stock control procedures
- 2.9 Assist with the organisation and management of incoming Year 7 uniform appointments
- 2.10 Ensures the Uniform Shop is neat and tidy at all times
- 2.11 Ensures borrowed/second-hand uniforms are clean and free from damage
- 2.12 Works in a safe manner and takes reasonable care to maintain the health and safety of others

3.0 ENGAGING AND WORKING WITH THE COMMUNITY

- 3.1 Builds and maintains strong working partnerships with students, staff, parents and the wider community
- 3.2 Understands the broader community within which the College resides and is aware of the cultural, social and political characteristics that inform the needs of students, families and carers and the challenges they face
- 3.3 Contributes to developing a College environment that is welcoming, hospitable, life-giving, safe and just

SELECTION CRITERIA

The individual appointed to the position of Uniform Shop Assistant must:

- Have a clear commitment to the objectives and ethos of Catholic Education
- Possess a high level of customer service skills and the ability to build and maintain relationships with a wide range of people
- Possess good time management, multi-tasking and problem-solving skills
- Work effectively on their own and as part of a small team
- Possess proficiency/ability to use computers and technology such as MYOB and Microsoft Office Suite
- Understand basic OHS principles as it relates to this role and be able to undertake light to moderate lifting
- Be able to obtain and hold a current Working with Children card and National Criminal History Check through the Department of Education

DOCUMENT CONTROL

Version: 1.0 Reviewed: 2023 Next Review: 2024 Reviewed By: HR