



## **UNIFORM SHOP COORDINATOR POSITION VACANT**

Nepean Creative and Performing Arts High School and Daylight Sportswear are looking for a bright, happy and friendly person who supports the positive image of the School in the community to fill the position of Uniform Shop Coordinator.

8 hours per week - Retail Employee Award (Casual)

Extra hours will be required during busy periods. (e.g: December and January back to School).

### **Selection criteria:**

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.

We are looking for someone for an immediate start.

A current *Working with Children Check* number is required.

### **Applications:**

Please email cover letter addressing the above selection criteria, resume, including at least one referee.

**Narelle Azzopardi- [narelle@daylightcorp.com](mailto:narelle@daylightcorp.com)**

*Area Manager*

Daylight Schoolwear

**Closing Date and Time: Thursday 19<sup>th</sup> October 2023 4 pm.**

Successful applicants will be notified of interview times.

If successful, immediate start will be required.

## **UNIFORM SHOP COORDINATOR ASSISTANT 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 with special instructions from the principal. Along with working in collaboration with the schools Uniform Committee.
7. To count and record stock take figures on all items of uniform held in the store at the request of Daylight P/L.
8. To always keep the shop premises in a clean and tidy condition.
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.



**SCHOOL UNIFORM SPECIALISTS**

