ROLE DESCRIPTION

<table>
<thead>
<tr>
<th>Position Title</th>
<th>School Shop Assistant</th>
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<tbody>
<tr>
<td>Position Level</td>
<td>Services Staff Level 1 (Retail) - $24.74 - $25.71 per hour.</td>
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<tr>
<td>Department</td>
<td>Finance</td>
</tr>
<tr>
<td>Reporting Responsibility</td>
<td>School Shop Manager</td>
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<tr>
<td>Supervisory Responsibility</td>
<td>None</td>
</tr>
<tr>
<td>Employment type</td>
<td>Temporary Part-Time/Term Time (12 hrs per week)</td>
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<tr>
<td>Role Description review date</td>
<td>January 2019</td>
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The Position

The School Shop Assistant provides assistance with the day-to-day operations of the shop including fittings, sales, reporting, stock management and store upkeep.

Duties

- Assist parents and students with product selection, sizing and ordering;
- Organise goods for dispatch/pickup;
- Enter and process merchant sales;
- Maintain records and spreadsheets as required;
- Assist in the preparation of daily sales and monthly stock reports;
- Maintain the cleanliness and appeal of stock and the shop overall;
- Assist with cash handling and banking and required;
- Administer cash withdrawals for students in accordance with school policy;
- Other duties as directed by the School Shop Manager and Finance Manager from time to time.

Key Competencies

- Attention to detail.
- Experience working in a retail environment.
- Strong planning skills and the ability to prioritise;
- Strong communication skills, both verbal and written;
- Comfortable communicating with students;
- Strong customer focus and excellence in service delivery.
- Experience in merchandising, stock control and stocktaking in a retail environment;
- Experience in using Microsoft Excel is required.

Hours of Duty

This is a part time fixed term contract working Mondays, Wednesdays and Fridays during term time. The position is for the 2019 academic year. Hours of work will be negotiated with the Commercial Director. Some additional hours will be required during peak periods in November and December.