



Courage in Wisdom | Hope in Love

Job Description

Title:	Uniform Shop Assistant
Reports to:	Uniform Shop Manager and Executive Business Manager
EBA/Award:	South Coast Baptist College Operational Agreement 2024
Employment Type:	Casual

Position Summary

The Uniform Shop Assistant provides customer-focused service to the South Coast Baptist College (SCBC) community and supports the day-to-day operations of the College Uniform Shop under the direction of the Uniform Shop Manager. This includes managing stock, operating the second-hand uniform supply, assisting with daily shop tasks, and ensuring a welcoming, efficient, and professional experience for families, students, and staff.

Job Description

Please note: The role can be moderately physical, including lifting boxes, bending, and restocking items on low and high shelves.

Specific responsibilities include:

- Assist in the daily operation of the Uniform Shop, including stock maintenance, tidiness, and booking systems.
- Conduct daily cash reconciliations and deliver monies to the Admin Office.
- Perform regular stocktakes and assist with stock ordering.
- Complete end-of-year stocktake, ensuring physical stock matches system records.
- Provide friendly and efficient customer service across the counter.
- Record and manage customer details and feedback accurately.
- Undertake other duties as directed by the Uniform Shop Manager or Executive Business Manager.

Selection Criteria

Skills and Abilities

- Ability to manage time independently and work efficiently.
- Initiative and problem-solving skills.
- Strong interpersonal skills and ability to work cooperatively with others.
- Competent in Microsoft Office Suite and other relevant software.
- Commitment to providing excellent customer service.

Essential Experience

- Experience working in a busy or complex environment.
- Experience interacting with families and children in a professional context.



Desirable Experience

- Experience in a retail or clothing environment.
- Experience in a school setting.
- Experience in a customer-facing role.
- Experience using a Point of Sale (POS) system.

General Requirements

- To have a personal faith and commitment to the Lord Jesus Christ.
- To actively be a part of a Church or Christian community and exemplify Christian beliefs, behaviour, and practices.
- To accept the College's Statement of Faith.
- Build co-operative and supportive relationships with the board, principal, staff, students and parents.
- Work to ensure personal best practice.
- Ensure that decision making is based on fact and is impartial and fair.
- Model the use of appropriate and proper channels of communication.
- Always act in the best interest of the College and its ethos.
- Commitment to maintaining a child-safe environment in line with the College's values and policies.
- Working With Children Card.
- National Police Clearance.
- Contribute to a safe and healthy workplace by:
 - Following WH&S instructions and policies
 - Reporting accidents and hazards
 - Generally caring for own safety and that of others, including staff, students, and parents.
 - First Aid certificate.

Other Matters

Note: This job description is comprehensive but not exhaustive, and duties may be varied at the discretion of the college in consultation with this role.

Position Held By:	
Signed:	
Date:	