UNIFORM SHOP CO-ORDINATOR-DAYLIGHT SCHOOLWEAR

Daylight Schoolwear Pty Ltd is a private company that services over 50 uniform shops across NSW. They have been in operation for over 12 years and were the successful tender to run our shop here at Kellyville.

Expressions of Interest are now invited for an interested person to coordinate the Uniform Shop at Kellyville High School commencing operations 23 April 2012. Please provide a resume detailing skills and experiences that would make you suitable for the position.

Below is the job description for the uniform shop operator. Hours of shop operation can be finalized at a later date. Please let me know if you require any further information.

JOB DESCRIPTION AND SPECIFICATIONS

1. Open the shop at each open day and secure the premises at the close of day.

2. Sell items of uniform to students and parents/carers of students.

3. Handle payments for uniforms by way of cash, EFTPOS or credit card.

4. Enter all sales into Point of Sale computer system.

5. Balance takings at the end of the day and fill out daily sales summary.

6. Act in accordance to special instructions from the Principal.

7. Count and record stocktake figures on all items of uniform held in the store at the request of Daylight P/L.

8. Maintain the shop premises in a clean and tidy condition at all times.

9. Assist in advertising by way of displaying dummies, price lists and any approved promotional material.

10. Coordinate “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.

Applications should be forwarded to:

Mr Adam Holland
Daylight Pty Ltd
35 Garema Circuit
Kingsrove NSW
Phone: 02 9758 5588 Mobile: 0413 771 716

Date Due: Friday 23 March 2012