



# *Pymble Ladies' College*

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## **POSITION DESCRIPTION**

**Title:** College Shop Assistant

**Reports to:** College Shop Manager

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## **POSITION SUMMARY**

The College Shop Assistant reports to the College Shop Manager in all aspects of the position. This role is responsible for providing excellent customer service for our students and parents and stock in the College shop.

## **ROLE RESPONSIBILITIES**

### **1. General sales to students and parents**

- 1.1 Fitting and sale of uniform to students and parents to ensure that the uniform is worn correctly to school regulations.

### **2. Stock control and management**

- 2.1 Unpack and check quantity and quality of stock as it arrives.
- 2.2 Price stock arrival.
- 2.3 Restock and rotate stock from the storerooms ensuring levels are maintained.
- 2.4 Assist with stock takes.

### **3. Accounts and budget reconciliation**

- 3.1 Balance shop takings against daily sales and maintain records for budget and audit requirements.

### **4. Ensure shop, shelves and counters are clean and presentable at all times**

### **5. Communication**

- 5.1 Ensure all written and verbal communication is courteous, professional, accurate and reflective of College values.

## **6. Risk and Compliance**

- 6.1 Report directly to the Principal on any matters relating to child protection.
- 6.2 Consistently adhere to College policies and procedures, importantly the Risk Management, WHS, Child Protection and our emergency response practices.

## **7. Professional Learning**

- 7.1 In partnership with your Manager, continuously align your skills and professional development requirements to ensure that you are meeting the obligations of your role.

## **8. Other duties may be required from time to time**

### **PERSONAL CAPABILITIES**

- Willingness to support the ethos and values of the College.
- Demonstrated experience and competency in retail or similar role in an educational context.
- Excellent verbal and communication skills.
- Understanding of Microsoft applications.
- Efficient time management with the ability to multi-task.
- Willingness and ability to work productively and effectively in a team to achieve shared goals.
- Excellent presentation and customer service skills.