

Uniform Shop Coordinator

Chevalier College is seeking applications from energetic and customer service driven individuals for the position of Uniform Shop Coordinator. It is a permanent part-time role during term time and as required during holiday time.

The College

Chevalier College is a catholic co-educational secondary College with a rich history shaped by the Missionaries of the Sacred Heart (MSC) values of kindness, compassion, inclusivity and hospitality. As part of its next iteration, Chevalier College will continue to grow as a community of heart-centred learners whilst nurturing the individual uniqueness of each student. As a heart-centred, learner-focused contemporary learning community Chevalier College strives to be collaborative and entrepreneurial thinkers who activate purposeful, meaningful and positive change in a rapidly changing world.

The Role

- Ensure the uniform shop is adequately stocked and open for business at designated opening times including some holiday hours as required
- Ensure the uniform shop is maintained in a neat, functional and safe condition
- Provide a high level of customer service to all stakeholders across the College community
- Coordinate accurate and effective ordering, delivery, unpacking, reconciliation, and storing of all uniform items
- Coordinate the effective control and stocktake of uniform items
- Liaise with uniform suppliers on ordering, pricing, quality control and invoicing to ensure cost effective and timely delivery of uniform items
- Maintain accurate price lists in consultation with the Finance Manager and the Director of Enterprise Services
- Use of the College point of sale system for processing of sales and receipting of monies and banking
- Obtain information on new suppliers and uniform items when requested, including the collections of samples
- Ensure awareness of, and adherence to the branding of Chevalier College

Experience and skills

- Excellent communication skills
- Excellent organisational skills and attention to detail
- The ability to work collaboratively as part of a team and at times autonomously
- Experience in the retail sector working with point of sales systems will be highly regarded
- Proficient in the use of the Microsoft Office Suite, in particular Outlook, Word and Excel

Other

- This is a Level 2 position and salary and conditions will be in accordance with the NSW Catholic Independent Schools (Support Staff – Model B) Multi-Enterprise Agreement 2023.
- It is a permanent part-time role during term time (Thursday and Friday 8am – 3pm) and as required during holiday time.



- This is a child-related position. Preferred candidates will be required to possess a valid Working With Children Check and will be subject to identification verification.

Applications

- Applications close at **5.00pm on Friday 11 October 2024.**
- Prospective applicants are to express their interest by submitting a written application consisting of:
 - A cover letter of no more than two pages outlining why you are suitable for this role by directly addressing the role outline and role requirements.
 - One page resume with three referees.
 - Copies of relevant certificates.
- Applications are to be sent to the Finance Manager, Jacquie Daly, via email to:
dalyj@chevalier.nsw.edu.au