



Uniform Shop Convenor's

Job Description

Background

In 2015 the Uniform Shop had a turn-over of \$147,000 and stocked 25 different items. It is open every Tuesday and Thursday 8.45am to 10.15am and more frequently as required during very busy periods.

Currently the Uniform Shop is run by Melissa Kent who is the paid Uniform Shop Coordinator employed by the Parents and Citizens Association (**P&C**). She works about 8-10 hours a week and is assisted by a roster of volunteers, whom she recruits and organises.

All profits from the Uniform Shop are paid to the P & C and applied to P & C projects.

The Uniform Shop Convenor (**Convenor**) is the representative of LEPS P&C and is tasked with oversight and executive management of the Uniform Shop.

Immediate Manager

The immediate manager for this position is the President of the P&C Executive Committee (**EC**) or their delegate within the P&C EC.

Relationships

The Convenor provides oversight of the paid Uniform Shop Coordinator employed by the P&C and is the first point of contact on matters related to the shop.

The Convenor will also liaise with:

- The School Principal (or their representative) on matters related to the effective operation of the shop.
- Representatives from external stakeholders that relate to the effective operation of the shop.
- Representatives from suppliers in relation to invoicing or payment issues.

Extent of authority

- Has authority to purchase up to \$500 per school term on replacement items incidental to day-to-day operations. Receipts for all purchases are to be given to the Treasurer.
- No authority to enter into any contract on behalf of the P&C (including purchase orders issued for inventory). All contracts including purchase orders must be approved (prior) by the EC Treasurer and logged into the system even if no deposit is required.

Key Responsibilities

- Develop a policy manual that includes procedures to track stock from purchase order, delivery, payment, sale points and cash reconciliation.
- Design and implement stock reconciliation procedures, including but not limited to bi-annual stocktakes of the Uniform Shop. This will involve working with the auditors, the P&C Treasurer and developing detailed documentation so the P&C EC can review and participate in the process.
- Develop and implement quality assurance procedures to ensure that protocols are being followed.
- Develop formal communication protocols between the paid Uniform Shop coordinator, the P&C EC and the Convenor so that the P&C EC has a clear and detailed understanding of the business at all times.
- Review and approve all terms and conditions of new suppliers prior to sending them to the P&C EC for approval.
- Review terms and conditions of current suppliers and report on any issues that may negatively impact the business to the P&C EC.
- On a quarterly basis review and present a stock report to the P&C which includes (per item of clothing) the number held in LEPS (by size), the number sold of that item in the last 6 & 12 month periods, the number currently held on deposit by any supplier and any quality issues.
- On a quarterly basis review and present a trading report to the P&C outlining revenue, cost and profit.

NB: The data for the stock and trading reports is generated in automated VEND reports but the Convenor needs to interpret it.

- In conjunction with the paid Uniform Shop Coordinator the Convenor will attend all P&C meetings, where the Convenor will present the trading and stock reports and answer any questions. These reports will be submitted one week earlier so that they can go out with the agenda.

- Review the stock levels to ensure they are not excessive.
- Meet with the Uniform Shop Coordinator at least once per week.
- Review and sign off on all tax invoices and once approved forward them to the P&C Treasurer for payment.
- Review all purchase orders submitted by the paid Uniform Shop Coordinator and then forward the purchase orders to the EC Treasurer for approval.
- In consultation with the paid Uniform Shop Coordinator, recommend stock list changes to the P&C EC for approval. No changes are to be made to items sold without P&C EC approval.
- Review stock pricing to maintain shop economic viability, in consultation with the P&C EC and the School Principal. No changes to prices are to be made without approval from the P&C EC and the School Principal.
- Approve, in advance, all overtime hours worked by the paid Uniform Shop Coordinator.
- Coordinate the recruitment of paid staff.
- Recruitment and training of the next Uniform Shop Convenor prior to stepping down.

The Convenor should notify the P&C EC of their intention to step down at least one term before.

Website / Computer (software – hardware)

- Update and evaluate the website in terms of current information (eg price lists) and functionality.
- Identification of problems in the website and computer software. The Convenor and the paid Uniform Shop Coordinator are responsible for jointly identifying and solving any problems with the computing system (VEND, Xero, Webmail, Uniform Shop Website) and reporting these to the P&C EC.

The Convenor and the paid Uniform Shop Coordinator are not expected to do any technical work but are responsible for organising the solutions. The Convenor will then be responsible for reporting back to the P&C EC as to whether the computer / website issue has been fixed.

- To make our service more convenient to parents the P&C are aiming to take the Uniform Shop fully online. This will involve liaising with the P&C Technology Convenor (Grant Bozier) and the paid Uniform Shop Coordinator. Again the Convenor is not expected to carry out this work, but will be coordinating and driving the process.

Qualifications and Skills

- A tertiary qualification is a minimum requirement and whilst business experience is very applicable it is not necessary as specialist accounting support can be obtained through the P&C accounting firm and through the P&C Treasurer.
- Highly developed written and oral communication skills essential.
- Demonstrated ability to work within a team environment essential.
- Familiarity with website management, VEND, Xero would be advantageous but not essential as professional computer support is available.