Position Description

Position: Uniform Shop Convenor

1. Primary Function

To manage the day to day operations of the Uniform Shop and Online Uniform Shop. To be responsible for the effective and efficient operation of the Uniform Shop placed under your control in accordance with the policies and directions of the Samford State School P&C Association.

To actively promote the objectives and goals of the Parents & Citizens Association within the school community.

2. Accountability

The Uniform Shop Convenor shall be accountable to the P&C President or their nominee and shall report to the Treasurer.

3. Key Responsibilities

- Open & Operate Uniform Shop

- Collect Uniform Shop cash float from the school office before commencement of trade & return same to the office after close of trade, as agreed by the Samford State School Principal and the Samford State School P&C.

- Receive & receipt payments and issue stock items in accordance with the Policies and Procedures established by the Samford State School P&C & in accordance with Education Queensland requirements.

- Manage the Online Uniform Shop ensuring accurate and prompt delivery to all customers plus reconciliation of weekly payments from Majestri.

- Maintain records of stock sold & payments received each day in accordance with the Policies and Procedures established by the Samford State School P&C.

- Bank all monies received each day on a regular basis as agreed by the Samford State School P&C Treasurer.
Forward details to the P&C Bookkeeper of all receipts issued & deposits made in accordance with the Samford State School P&C Policies & Procedures.

Place orders with established and new suppliers of Uniform items to maintain necessary stocks of each item. Education Queensland purchasing requirements must be adhered to. Report any problems with supply to the Samford State School P&C President & Executive.

Receive and process returns of faulty stock in accordance with Policies & Procedures established by the Samford State School P&C. Liaise with the Samford State School P&C President & Executive in the case of any difficulties or anomalies in this regard.

Receive, check & put away all stock in a timely manner after delivery to the school. Note any discrepancies on the delivery docket/invoice & report same to the supplier in writing as soon as possible. Advise the Samford State School P&C Treasurer & Executive of all discrepancies & of the outcome of all discussions (written & verbal) with the supplier in this regard.

Establish and maintain a roster for all volunteer workers in the Uniform Shop to ensure that staffing requirements are met where possible & that volunteers time is used productively. Liaise with the Samford State School P&C President & Executive regarding any problems with or suggestions for the rostering of volunteers.

Ensure that any volunteer workers:

a) Are aware of and comply with the set procedures for signing on & off on the attendance sheet.

b) Are aware of & comply with established Workplace Health & Safety procedures.


d) Always act in the best interests of the Samford State School P&C and the school while on the premises of the Uniform Shop.

e) Are appropriately attended to in the case of injury or illness while on duty & that any such injuries or illness are reported to the Samford State School P&C and Samford State School Administration in accordance with established Administration and P&C Policies & Procedures.
Exercise a Duty of Care with regard to all persons (workers, customers, suppliers & visitors) present in & at the Uniform Shop.

Conduct a full stocktake of Uniform Shop stock twice a year (April & October each year). Report results of the stocktake to the Samford State School P&C Treasurer.

Maintain the Uniform Shop in a clean & tidy condition at all times. Cover all stock on open shelves & racks at the end of the year to prevent contamination from pest control treatments.

Provide a financial report to the Samford State School P&C Treasurer at the end of each month or as otherwise requested.

Attend all monthly Samford State School P&C Meetings. A written report must be provided on a monthly basis to the P&C Treasurer for delivery at the monthly P&C meeting.

Report/liaise with the Samford State School P&C Executive on a regular basis or as requested.

Deliver completed financial documents (sales records, purchase invoices & orders, deposit books etc) to the Samford State School P&C bookkeeper for auditing purposes at the end of the school year or as otherwise requested.

Undertake any relevant training as requested by the P&C President or Executive.

Follow the directions of the appointed emergency officers (eg. Fire Wardens) and/or the Principal & his/her appointed representatives in the event of an emergency or an emergency drill.