



## Uniform Shop Assistant

### POSITION DESCRIPTION

The Uniform Shop Assistant is elected at the P&C Association's Annual General Meeting (AGM).

### General Duties

The Uniform Shop Assistant is responsible for providing support to the Vice President in his or her role as Convenor of the Uniform Shop, and shall fill in for the Vice President in his or her absence including:

- Chair Uniform Shop Sub-Committee meetings or parts of meetings under the direction of the Vice President;
- Chair Uniform Shop Sub-Committee meetings in the absence of the Vice President;
- Represent the Vice President if the Vice President is not available;
- Consistent adherence to the Uniform Shop Sub-Committee Rules.
- Under the direction of the Vice President, the Uniform Shop Assistant may be responsible for tasks including, but not limited to:
  - Checking incoming stock to invoice/purchase order, maintaining tidiness of Uniform Shop, restocking shelves, volunteer rostering, processing returns/faulty items, submitting stock orders for approved purchase orders, record keeping, and reporting;
  - Being available to assist in the Uniform Shop at busy times of the year;
  - attending Uniform Shop Sub-Committee meetings and taking minutes and stock takes;
  - Supporting volunteers and ensuring all new volunteers are made to feel welcome;

- Assisting with Kindergarten Orientations and other functions that involve the Uniform Shop;
- Ongoing review of the Uniform Shop Sub-Committee Rules and other procedures to ensure they remain relevant and consistent with best practice.
- The Uniform Shop Assistant will not be responsible for banking or payment of accounts.

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Document Created by Kellie Cathcart 26<sup>th</sup> January 2022

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