



FOREST LAKE STATE SCHOOL  
*Parents & Citizens Association*

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## Position Description

**Role Title:** Uniform Convenor

**Employment Status:** Casual

**Reports To:** The Uniform Convenor shall be accountable to the **P&C President** and shall report to the **P&C Treasurer** of the **Forest Lake Primary P&C Association**.

### 1. Primary Function

To manage the day to day operations of the Uniform Shop and 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 (School Name) P&C Association.

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

### 2. Role Duties

- Open and operate Uniform Shop.
- Collect Uniform Shop cash float from the School Office before commencement of trade and return same to the office after close of trade, as agreed to by the **Forest Lake Primary P&C Association** Principal and the **Forest Lake Primary P&C Association**.
- Receive and receipt payments & issue stock items in accordance with Policies and Procedures established by the **Forest Lake Primary P&C Association**. and in accordance with Education Queensland requirements.
- Maintain records of stock sold & payments received each day in accordance with Policies and Procedures established by the **Forest Lake Primary P&C Association**.
- Bank all moneys received each day on a regular basis as agreed by the **Forest Lake Primary P&C Association** Treasurer.
- Forward details to the P&C Treasurer of all receipts issued and deposits made in accordance with **Forest Lake Primary P&C Association** Policies and 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 **Forest Lake Primary P&C Association** President and Executive.
- Receive and process returns of faulty stock in accordance with Policies and Procedures established by the **Forest Lake Primary P&C Association**. Liaise with the P&C President and Executive in case of any difficulties or anomalies in this regard.
- Receive, check and put away all stock in a timely manner after delivery to the School. Note any discrepancies on the delivery docket/invoice and report same to the supplier as soon as possible. Advise the P&C Treasurer and Executive of all discrepancies and of the outcome of all discussions (written and verbal) with 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 and that volunteers' time is used productively. Liaise with P&C President and 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 and off in the Attendance Sheet.
  - b) Are aware of and comply with established Workplace Health and Safety procedures.
  - c) Are trained in correct stock and money handling and recording procedures as documented in **Forest Lake Primary P&C Association** Policies and Procedures.
  - d) Always act in the best interests of the **Forest Lake Primary P&C Association** and the school while on the premises of the Uniform Shop.
  - e) Are appropriately attended to in case of injury or illness while on duty and that any such injuries or illnesses are reported to the P&C Association and Administration in accordance with established Administration and P&C Policies and Procedures.
- Exercise a Duty of Care with regard to all persons (workers, customers, suppliers, and visitors) present in & at the Uniform Shop.
- Conduct a full Stock-Take of Uniform Shop and Stationery Shop stock at the end of each month or as otherwise requested by the P&C Treasurer. Report results of the Stock-Take to the P&C Treasurer.
- Maintain the Uniform Shop in a clean and tidy condition at all times. Cover all stock on open shelves and racks at the end of the year to prevent contamination from pest control treatments.

- Process second-hand uniforms for sale, and record and report details of sales as required by **Forest Lake Primary P&C Association** Policies and Procedures.
- Process any Lay-By's and holding aside of stock items in accordance with documented **Forest Lake Primary P&C Association** Policies & Procedures.
- Provide a Financial Report to the P&C Treasurer at the end of each month or as otherwise requested.
- A written report must be provided on a monthly basis to the P&C President for delivery to the monthly P&C Meetings.
- Report/Liaise with the P&C Executive on a regular basis or as requested.
- Deliver completed financial books (journals, registers, stock books, invoice, order, receipt books, etc) to the P&C Treasurer 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 and Executive.
- Follow the directions of the appointed Emergency officers (eg. Fire Wardens) and/or the Principal and his/her appointed representatives in the event of an Emergency or an Emergency Drill.

### Acknowledgement

I, ..... acknowledge that I have read and understood the duties described in this Position Description and agree to carry out my duties to meet these outcomes to the best of my ability. I also understand that at times I may be required to undertake additional duties relevant to the position that are not listed in this statement and that fall within my competency and skill set. I have received a copy of this Position Description.

(This form is to be signed by the successful candidate or position holder – not be signed by applicants for the position).

**Employee**

**Name:** .....

**Signed:** .....

**Date:** ...../...../.....

**Supervisor/Manager**

**Name:** .....

**Signed:** .....

**Date:** ...../...../.....