# Duty statement—uniform shop coordinator

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| Main responsibilities | Overseeing the operations of the uniform shop. |
| Regular activities | Organizing and co-ordinating the following in the uniform shop:   * Managing stock in the uniform shop, by arranging for orders, aiming to keep minimum stock in the shop whilst having sufficient stock to use or sell. * Keeping up to date written procedures for volunteers in the uniform shop to ensure that the same procedures are followed by all volunteers. * Ensure that stock takes are carried out at appropriate intervals. * Monitoring prices in the uniform shop to ensure the uniform shop always operates with a slight profit. * Assisting with any one-off uniform purchases (e.g. year 6 shirts) to ensure it is in line with the school uniform policy * Liaising with the school Principal to ensure the uniform shop supports the school activities. * When required, using the school newsletter as a means of communication to the school community. |

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| Contact for advice | Prior uniform shop co-ordinator (if available), P&C Executive committee members |

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| Back-up if unavailable | Volunteer for uniform shop |