



Position Description

Role Title: Uniform Shop Volunteer

Reports To: The Uniform Shop Volunteer shall be accountable to the **Canteen Convenor (Supervisor)** and **P&C President** of the **Springwood State High School P&C Association**.

1. Primary Function

To assist the Uniform Shop with printing and packing of online orders, preparation, customer service and stock management e.g. stocking of shelves and tidying racks, as directed.

2. Role Duties

To assist the Uniform Shop as directed in accordance with the policies and standards as determined by the P&C Association from time to time.

To actively promote the objectives and goals of the P&C Association.

Treat all customers, colleagues, community members and other stakeholders with respect and dignity at all times.

Uphold a high ethical and professional standard and represent the P&C Association positively at all times.

- Complete the Mandatory All-Staff Training module
- Complete the Dep Ed Asbestos Training annually
- Read the Student Protection Strategy annually

Goods

- To achieve and maintain the Uniform Shop in an orderly and safe condition at all times.
- To ensure the hygiene, health and safety at all times as per the Convenors instructions.
- Check off orders received and notify the P&C President of discrepancies as soon as possible.
- Assist with Stocktake when required.

Customer Service

- Print orders from Online Ordering System and pack as required.
- Serve customers in accordance with Uniform Shop procedures.
- Other duties within your competence, skill and training relating to the operation of the canteen.
- Do not serve your own children or other family members.
- Follow the directions of the appointed Emergency officers (e.g. Fire Wardens) and/or the Principal and his/her appointed representatives in the event of an Emergency or an Emergency Drill.
- Treat all customers, colleagues, community members and other stakeholders with respect and dignity at all times.
- Uphold a high ethical and professional standard and represent the P&C Association positively at all times.

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:/...../.....