



# Uniform Shop Convenor

Trinity College Gladstone is seeking a permanent part-time Uniform Shop Convenor for an immediate start.

We are a growing, independent, co-educational Christian College centrally located in the port city of Gladstone, Queensland. Trinity offers a seamless educational program from Kindergarten to Year 12, with over 590 students on two innovative campuses from January 2025.

Our staff are a team of wonderfully committed people, who are all at Trinity for one purpose - to serve God in delivering quality Christian education and serve God. Staff wellbeing is important, and we are committed to supporting you and partnering with you on this journey and developing you professionally. Training will be provided in the systems required.

## Job Description

- Operating with a high and consistent standard of service
- Continually building cooperative and supporting relationships with the staff, students and families of the College
- Working within the College policy framework at all times
- Custom Service focused
- Serving and assisting customers with sales and enquiries
- Schedule uniform fittings.
- Accurately record sales
- Place orders for stock
- Receive and record all deliveries of stock
- Barcode all stock and restock shelves
- Reconcile stock on hand with system records
- Display stock in shop
- Produce monthly financial reports
- Cash handling, operation of Eftpos and credit card facility
- Time management skills
- Balance cash register and banking
- Annual stock take
- Housekeeping duties

This list is not exhaustive and is subject to change with the changing needs of the College.

## Selection Criteria

Essential (short written response)

- To work as a member of a team
- Self-motivated, organised and pro-active
- Retail sales experience
- Stock control and purchasing experience
- Experience in operating a point-of-sale cash register.
- Computer skills – MS Office
- Able to build and maintain quality relationships
- Highly organised and take pride in your work
- Committed Christian, active in your church and can subscribe to the College's Confession of Faith found on our website: Confession of Faith
- To be committed to the establishment and maintenance of quality relationships with students, staff, parents and the wider community
- Must hold a current paid working with children card

## How to Apply:

To request an application form please email the Executive Assistant: [jennib@trinitygladstone.qld.edu.au](mailto:jennib@trinitygladstone.qld.edu.au)