



Position Description- 2nd Hand Uniform Shop Coordinator

Updated 25th February 2014

Position Title:	OLMC 2nd Hand Uniform Coordinator
Purpose Of Position:	The Uniform Shop Coordinator provides a second hand uniform service to the community or Our Lady of Mount Carmel Wentworthville.
Responsible To:	This position reports to the P&F Assoc. Executive Committee. The P&F Assoc. must support the 2 nd Hand Uniform Coordinator nomination, which is then endorsed by the School Principal.
Responsible For :	The position holder is responsible for : <ul style="list-style-type: none"> • Receiving and sorting uniforms that are sent through the office for distribution in the store • Opening and closing the 2nd Hand Uniform Shop to allow parents to purchase uniforms • Advertising the hours the 2nd Hand Uniform shop is available in consultation with the Publicity Officer • Receipting money collected • Reporting money collected and banked to the treasurer • Arranging prompt banking of money received, • Reporting to the Parents and Friends meeting regarding the progress of the 2nd Hand Uniform Shop and any concerns regarding the Shop.
Tenure:	The 2 nd Hand Uniform Shop Coordinator may serve for four consecutive years.
Key Accountabilities:	The 2 nd Hand Uniform Shop Coordinator will: <ul style="list-style-type: none"> • Ensure the school community is informed of the hours of operation of the 2nd Hand Uniform Shop. • Ensure all uniforms for sale are of a decent 2nd Hand quality and dispose of any uniforms that are not. • Keep accurate records of money collected and banked. • Report the takings of the shop to the treasurer at the end of each month.

