



Faith Lutheran College, Redlands

Faith in Christ ... prepared for life.

Mission Statement

Faith Lutheran College is committed to providing quality learning opportunities while nurturing the development of all students in a Christ-centred community.

Role and Person Specifications COLLEGE SHOP MANAGER

Position:	College Shop Manager
Responsible to:	The Principal and by delegation to the Business Manager
Hours of Duty:	Minimum of 20 hours per week over 4 days (flexible with times) plus 3½ hours 1 Saturday each month and 6 hours for stocktake at the end of Term 2 and Term 4. 41 weeks per year made up of 39 weeks term time and 10 days flexibly spaced during holiday periods.

Accountability

The College Shop Manager is responsible to the Business Manager, and ultimately to the Principal. The College Shop Manager will report regularly to the Business Manager on current operations and future needs.

Qualifications

The College Shop Manager needs no formal qualifications, however a background in retail and stock control is essential and a familiarity with online ordering and school procedures would be desirable. The College Shop Manager must have excellent organisational, communication and management skills.

Personal Attributes

The College Shop Manager will:

- be a practicing, worshiping Christian who fully supports the mission and aims of Faith Lutheran College Redlands;
- demonstrate an ability to maintain vision and strive for goals;
- exercise leadership by acting with integrity, loyalty, honesty and accept authority;
- act with tolerance and compassion;
- demonstrate an ability to forgive and accept forgiveness;
- demonstrate an acceptance of other people;
- exhibit self-discipline;
- demonstrate a willingness to learn;
- exhibit a positive outlook on life; and
- be the holder of a current Queensland Suitability Card for Child Related Employment issued by Blue Card Services.

Skills

The College Shop Manager will be expected to:

- provide quality customer service;
- maintain positive interpersonal relationships;
- independently work under pressure;
- organise and coordinate his/her work efficiently;
- honestly and persistently carry out a self-evaluation of all aspects of his/her role;
- perform numeric calculations accurately;
- operate equipment including cash register, EFTPOS and computer;

- have seamstress experience or intermediate sewing skills (an advantage but not essential);
- be capable of supervising and organising others, especially volunteers;
- keep work area hygienically clean and tidy; and
- be adaptable and flexible with work requirements.

Duties and Responsibilities

The College Shop Manager will be expected to:

- provide all financial and stock details to the Business Manager or the Accountant when requested, and have current figures available in good time at regular dates of audit and monthly accounting schedules;
- report regularly to the Business Manager on current operations and future needs;
- order and control a variety of stock, including clothing and miscellaneous items;
- maintain currency of stock by judicious ordering and forward planning;
- maintain and manage stock inventories;
- perform a stocktake at the end of each term as required by the Business Office;
- maintain good and clear accounts and stock control registers;
- handle cash and other forms of finance in an honest and efficient manner;
- maintain the online ordering system and process online orders in a timely manner;
- manage and carry out all the financial transactions and banking as required;
- ensure that good security of the Shop and its contents is always in place;
- support the College and its Board and staff in all conversations with students, parents and the general public;
- maintain confidentiality of all matters relating to the Shop and the College in general;
- conduct the business of the Shop in a business-like, ethical and efficient manner consistent with College ethos and legal/commercial standards;
- maintain good relations with wholesalers and other suppliers;
- promote the Shop through the newsletter and other means;
- keep parents aware of the facility for students;
- be aware and supportive of College Workplace Health and Safety (WHS) requirements;
- carry out work practices in accordance with current Workplace Health and Safety standards; and
- perform other duties as and when required by the Business Manager, or his/her nominee, or the Principal.

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