



Mission Colleges Lower Hutt Trust Board

(Proprietor of Sacred Heart College Lower Hutt)

JOB DESCRIPTION

NAME:

POSITION: Uniform Shop Coordinator

RESPONSIBLE TO: Mission Colleges Lower Hutt Trust Board (MCLHTB)

HOURS:

- 6 hours per week, increasing to 10 hours as required
- Regular hours worked a maximum of 42 weeks each year:
 - Monday & Thursday, 8.00am–10.00am
 - Wednesday, 10.00am–4.00pm
- Additional hours in Term 4 and early Term 1 for fittings and seasonal demand

PURPOSE OF THE ROLE:

To manage the Sacred Heart College Uniform Shop, ensuring efficient sales processes, accurate stock control, and excellent customer service for students, caregivers, and the wider school community.

KEY RESPONSIBILITIES:

- 1. Customer Service**
 - Provide friendly, professional service to students, caregivers, and visitors
 - Assist with sizing, fittings, product queries, and sales transactions.
- 2. Uniform Shop Operations**
 - Open and close the shop according to the rostered hours
 - Maintain a tidy, organised, and welcoming retail environment
 - Ensure uniform displays are well stocked and presentable.
- 3. Stock & Inventory Management**
 - Receive, check, and record incoming stock
 - Monitor stock levels and prepare reorder requests
 - Maintain accurate inventory records.
- 4. Seasonal Fittings & Busy Periods**
 - Lead uniform fittings for new students, particularly in Term 4
 - Coordinate group fittings and booked appointments
 - Prepare and support back-to-school sales in January.

5. Administrative Duties

- Maintain sales records and update inventory systems
- Communicate with suppliers and the Business Manager as required
- Provide regular stock or sales reports.

SKILLS AND ATTRIBUTES

- Strong organisation and time-management skills
- Friendly, approachable, and customer-focused
- Accuracy and attention to detail in stock keeping
- Ability to work independently and show initiative
- Basic computer literacy (POS or inventory systems experience helpful)
- Physically able to lift and move stock boxes.

RELATIONSHIPS

- Reports to: Reports to Secretary/Treasurer of MCLHTB
- Works closely with: Principal, school staff, students, caregivers, suppliers.

ADDITIONAL INFORMATION

- Training will be provided working alongside for first 10 weeks
- The role may expand during peak periods
- Hours may be adjusted to meet operational needs with notice
- Recognition and respect of the College's Catholic special character is expected.

Signed _____
Secretary/Treasurer MCLHTB

Signed _____
Uniform Shop Coordinator

Date: _____

SACRED HEART COLLEGE IS A SMOKE-FREE AND VAPE-FREE AREA AND HAS A NO SMOKING AND NO VAPING POLICY FOR STAFF AND STUDENTS