




FERRY GROVE STATE HIGH SCHOOL

An Independent Public School

McGinn Road, Ferry Grove, Q 4055 | PO Box 128, Ferry Hills Q 4055
Tel: (07) 3550 5777 | email: pandc@ferrygroveshs.eq.edu.au
www.ferrygroveshs.eq.edu.au |  FerryGroveSHS
CRICOS Code 00608A | Executive Principal: Mr John Schuh

P&C ASSOCIATION

Ferry Grove State High School Uniform & Stationery Retail Manager

A Ferry Grove State High School Parents and Citizens' Association Business

Position available: Permanent Part Time Retail Manager

Hours: Approximately 19.5 hours a week (Monday, Tuesday & Thursday with hours based between 6.30am-2.30pm) up to full time during the Back to School period which will also include evening hours, Saturdays & hours during the December/January School Holidays (days & times TBC)

Details: The Ferry Grove State High School P&C Association operates the uniform/stationery store to provide the school community with an opportunity to purchase quality uniform and stationery items. The role is to manage the operations of the uniform/stationery store in accordance with the policies and procedures as determined by the FGSHS P&C Association. To maintain a friendly and welcoming atmosphere in the store for students, parents and families new to the school. P&C staff are employed under the Parents and Citizens Associations Award – State 2016

Duties include: The day to day operations of the uniform/stationery store with sales & service to customers, ordering stock from suppliers approved by the P&C Association, receiving and checking all supplies against invoices and counting daily takings. Completing the necessary end of day reports using the current MYOB and Flexischools systems as well as end of term stocktakes for both uniforms and stationery.

Required:

Current Blue Card (at applicant's expense)
Excellent Customer Service skills

Desirable:

MYOB, Point of Sale, Flexischools & EFTPOS knowledge
Relevant experience in a school uniform store

How to Apply:

If you would like to apply for this position, please email your resume and a short covering letter to our P&C Executives at pandc@ferrygroveshs.eq.edu.au

Applications close at **5pm Friday 16th July 2021**

Ferry Grove State High School Parents and Citizens' Association
26 McGinn Road
Ferry Grove
Phone (07) 3550 5821