



ROLE	Uniform/Merchandise Officer
Purpose	Responsible for the ordering, collection and sales of all junior and senior merchandise and clothing.
Responsible to	Junior Activities Coordinator
Time Commitment	Approx 2 hours per week (may vary due to seasonal demand)
Responsibilities & Duties	<ul style="list-style-type: none">● Organising and control of uniform/apparel and merchandise stocks● Implement pricing structure as ratified by committee● Sourcing and liaising with suppliers● Ensuring invoices are forwarded to the Treasurer● Keep true and accurate records of all sales and expenses● Roster and manage a regular service to sell Club merchandise and uniforms● Organises the safe storage of clothing and merchandise● Attend meetings as required● Perform stocktake duties as required
Knowledge & Skills Required	<ul style="list-style-type: none">● Ability to communicate well with Management Committee● Ability to communicate and interact well with public● Cash/EFTPOS handling and cash reconciliation skills● Highly organised and proactive in maintaining and presenting stock for sale● Computer skills● Candidates must also be the holder of a current Blue Card● Must be a financial member of the Club● Must be a financial member of the Club● Candidates must also be the holder of a current Blue Card