



**SANDGATE DISTRICT STATE HIGH SCHOOL
EXPRESSION OF INTEREST
CASUAL SALESPERSON
UNIFORM SHOP**

Hours:	Monday	8:00am – 10:00am
	Wednesday	8:00am – 10:00am
	Friday	8:00am – 10:00am

Please note that it will be a requirement of this position to work additional hours in the week commencing 30 November 2009 and the week from Friday 22 January 2010.

Rate of pay: \$19.51 per hour (Casual Retail Sales)

POSITION DESCRIPTION:

This is a casual position in the School Uniform Shop and will include the following duties:

- Assisting students in fitting of uniforms
- Performing register and Eftpos sales, including cash handling and end of day balancing
- Filling of shelves etc with incoming stock
- Liaising with uniform supplier in regard to stock replenishment
- Completing relevant reports, e.g. daily sales, monthly sales, stock movement and stocktake

Applications close on Friday 20 November 2009.

If you wish to be considered for this position, please submit a brief resume; contact details for two referees (one of whom should be someone with current knowledge of your skills and abilities); and a maximum two page written response outlining your suitability for the role.

Applications and enquiries should be directed to:

Mrs Sandra Dias
Business Services Manager
Sandgate District State High School
PO Box 195
SANDGATE QLD 4017

Telephone: 3869 9888