# Duty statement—uniform shop volunteer

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| Main responsibilities | Carry out the operations of the uniform shop during the hours agreed to volunteer. |

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| Regular activities | * Record all sales of uniform items as per agreed procedures. * Manage any exchange of uniform items as per set procedures. * Manage any purchases partly funded by the school as per set procedures. * If delivery is received, verify the accuracy of the delivery note. * If time permits, check to ensure that all stock are stored in the space allocated for it. * If identified, raise any needs for additional stock with uniform shop co-ordinator. * If possible, assist with stock takes. * Contact uniform shop co-ordinator regarding any issues encountered |

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| Contact for advice | Uniform shop co-ordinator |

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| Back-up if unavailable | Other volunteers for uniform shop |