

Scarboro Surf Life Saving Club

Job Description – Merchandise Manager



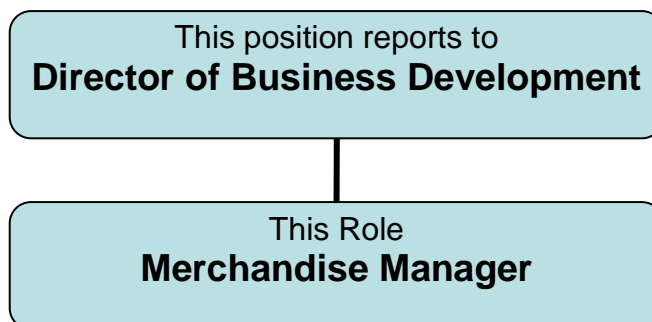
1. Position

Merchandise Manager – V070419

2. Position Purpose

Responsible to the Director Business Development for the management of the Club shop and merchandise generally

3. Key Relationships



4. Approved at Board meeting 7/4/2019

5. Mandatory Requirement

Be in possession of a current State Government Assessment Notice in the form of a Working with Children Check Card (which details name, date of birth, notice number and expiry date) issued under the ***Working with Children (Criminal Record Checking) Act 2004***.

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6. Major Responsibilities

- Responsible for the purchasing, management and sales of club merchandise stock
- Recruitment of volunteer merchandise staff and development of roster
- Ensure that merchandise staff are correctly trained, qualified as appropriate and supervised
- Ensure that staff comply with relevant Club policies
- Liaise with Club disciplines regarding specific clothing/merchandise requirements
- Annual stocktake of merchandise
- Manage cash in accordance with directions from Director Finance
- Determine merchandise sales operational hours in consultation with Board
- Comply with the Club's constitution, policies and directions of the Board

7. Primary Accountability

Performance Measures

Merchandise staff recruited, trained, rostered and supervised

Merchandise takings calculated and lodged as per Club requirements

Merchandise sales operational hours meet Board directions

Meetings attended and reports submitted as and when required

Merchandise stocks meet demand as advertised

Relevant Club policies, Board directions complied with

8. Required Competencies

- Ability to organise and delegate tasks
 - Understanding of budget compliance
 - Understanding of cash management and handling
 - Communicate effectively and possess good interpersonal skills
 - Maintain confidentiality on relevant matters
 - Understanding of merchandise and clothing preferences in a sports service club
 - Understanding of the Club's constitution and policies as applied to operations of the Club merchandise and associated services generally
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