



POSITION DESCRIPTION

Title:	Retail Supervisor
Enterprise Agreement:	Community Sector Multiple Enterprise Agreement
Classification:	Retail Employees (Level M4 or M5)
Usual work location:	Jamison, Queanbeyan or Phillip
Cost Centre:	948
Usual hours of work:	Full Time OR 60 Hours per Fortnight
Position Objective:	Take full responsibility of the day to day operation of a busy retail shop.
Position Responsibilities:	Oversee/Supervise a Retail Outlet Active participation in all areas of retail sales (a “hands on” position) Work within all Anglicare Retail Guidelines and Policies Supervise Staff & Volunteers

Key Behaviours:	A commitment to the mission and strategic values of Anglicare NSW South, NSW West & ACT as outlined in the Strategic Plan Initiative Excellent customer service
Key skills:	Proven ability to supervise other staff and volunteers Displays and shop layout Excellent verbal and written communication skills Attention to detail in stock rotation
Key knowledge areas:	Understanding of the retail recycling market and general retail sales Administration and procedures
Qualifications:	Certificate or Diploma in Retail (Desired but not essential)
Reports to:	Retail Coordinator
Direct reports:	Shop Staff & Volunteers