



# Uniform Officer



The Uniform Officer is responsible for the purchase, sale and inventory of Centre uniforms.

## **Desirable Attributes:**

- Be organised and efficient.
- Be an effective communicator.
- Have attention to detail.

## **Key Duties & Responsibilities:**

- Purchase, store and sell the Centre uniforms.
- Account to the Treasurer prior to the purchase of and following the sale of uniforms.
- Obtain quotes and arrange supply of any items of Centre uniform as requested and approved by the Committee.
- Conduct a regular stock-take of all Centre uniforms and keep an up-to-date inventory.