



Role Description

Title:	Services Staff: Retail (Tuckshop Convenor)	Location:	Highfields
Reports to:	Principal	Classification:	Services Staff, Level 3
School:	Mary MacKillop Catholic College	Tenure:	Fixed term, term time

1.0 Purpose

To manage the effective and efficient operation of the school's tuckshop in accordance with the policies and procedures of the school's Workplace Health and Safety practices.

2.0 Experience and qualifications

Essential

- empathy with the values and ethos of the Catholic faith.
- tertiary qualifications at Certificate level or equivalent qualifications relevant to the position may be required or such knowledge, qualifications, and experience that are deemed by the employer as necessary to successfully carry out the duties of the position.
- a current blue card for working with children issued by Blue Card Services, or the willingness and ability to obtain one prior to commencement
- well-developed interpersonal, oral and written communication skills.
- demonstrated ability to lead, plan, organise, and control the day-to-day operations, policies of the tuckshop including finance.
- ability to lead and motivate a team and relate well to students and volunteers.
- knowledge of nutritional requirements of school aged students.
- ability to work with the Microsoft suite of products.

Desirable

- Queensland Association of School Tuckshops (QAST) Food Safety Supervisor Course

3.0 Key result areas

- 3.1 contributes to and promotes the development, alignment, attainment and review of the strategic goals for the Diocese of Toowoomba Catholic Schools (TCS)
- 3.2 coordinate the ordering of food to meet daily and weekly requirements
- 3.3 coordinate the preparation of the food daily
- 3.4 coordinate and provide food services daily
- 3.5 provide direct supervision and training to assistants.
- 3.6 manage the budget within the allocated monetary constraints
- 3.7 coordinate payment of invoices
- 3.8 comply with all Occupational Health and Safety policy, safe work procedures, instructions and rules and promote a positive safety culture in the tuckshop
- 3.9 the performance of all aspects of work must be in accordance with School office policy, procedure and guidelines

- 3.10 collaborates and communicates with other members of the school and the members of the other directorates within TCS to ensure that high professional standards are met
- 3.11 completes other duties that are directed as needs change or grow, if the duties are consistent with the purpose of this position and any relevant legal and/or industrial obligations

4.0 Statement of responsibility

While at work the role holder must

- take reasonable care for his or her own health and safety
- take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons
- comply, so far as the role holder is reasonably able, with any reasonable instruction that is given by the person conducting the business or undertaking to allow the person to comply with the Work Health and Safety Act
- co-operate with any reasonable policy or procedure of the person conducting the business or undertaking relating to health or safety at the workplace that has been notified to workers.

5.0 Statement of duties

The information detailed above is an accurate reflection of this role. Attached to this role description is a duties statement that covers a selection of activities in which the incumbent might engage. The list is neither prescriptive nor exhaustive.

Duties Statement

Services Staff: Retail (Tuckshop Convenor) (Level 3)

3.1 contribute to and promotes the development, alignment, attainment and review of strategic goals for the Diocese of Toowoomba Catholic Schools (TCS)

- contribute as a member of the school to achieve the strategies set out in the School Strategy and the TCS Strategic Plan.
- attend leadership development as appropriate.
- document and report on the progress of initiatives in the School Strategy and the TCS Strategic Plan as required.

3.2 coordinate the ordering of the food to meet daily and weekly requirements

- ensure that catering and staffing levels facilitate the demand for the tuckshop's products and services.
- ensure a complete stocktake is performed as in accordance with the tuckshop Policy.

3.3 coordinate the preparation of the food daily

- ensure correct food and hygiene practices are observed to prevent food spoilage and contamination.
- protect foodstuffs from vermin.
- empty garbage daily.
- ensure that cleaning schedules are adhered to as outlined in the tuckshop policy.
- be responsible for ensuring the incidental cleaning of the canteen is carried out daily i.e. dusting shelves and stock, wiping down benches, cleaning all equipment and fixtures and sweep and mop floors.

3.4 coordinate and provide food services daily

- be responsible for implementing and upholding the policies of the tuckshop.
- be responsible for planning, organising and monitoring the day-to-day operations of the tuckshop, including rostering voluntary workers, daily record keeping (as deemed necessary by the tuckshop policy), opening and closing of the tuckshop.
- ensure the products and services supplied by the tuckshop are marketed and promoted, as a service to the school and the students, via the menu on a seasonal basis after approval from the Principal within guidelines of the tuckshop policy.
- to attend and present a monthly report to the P & F Committee.
- retain the tuckshop keys in a safe place.
- unlock the tuckshop and ensure all is in order. Report anomalies immediately to the Principal.
- before locking up switch off and unplug all appliances except the refrigerators and freezers and lock windows.
- restrict entry to the tuckshop to those who should be there as per the tuckshop policy.

3.5 provide direct supervision and training to assistants

- ensure a pleasant working environment for assistants/volunteers.
- promote respect, courtesy and consideration among all in the tuckshop.

3.6 manage the budget within the allocated monetary constraints

- prepare a cash float for each day's trading. (Avoid touching food when handling cash).
- be responsible for counting and recording the daily takings.
- prepare the bank deposit slip to show total takings and banking money at the end of shift.

3.7 coordinate payment of invoices

- Be responsible for the ordering and purchasing of products using the purchase order system. Ensure these supplies are checked for quality and receipt against invoices.

3.8 comply with all Occupational Health and Safety policies, safe work procedures, instructions and rules and promote a positive safety culture in the tuckshop

- be responsible for the health, safety and welfare of others in the tuckshop.
- maintain the tuckshop in an orderly and safe condition at all times.
- be responsible for workplace health and safety in the tuckshop. Immediately record and advise the committee of any potential or actual hazards. Record and notify the committee of any injuries or dangerous incidents.
- be aware of and take whatever action is necessary to ensure hygiene, health and safety always.

3.9 the performance of all aspects of work must be in accordance with School office policy, procedure and guidelines

3.10 collaborate and communicate with other members of the school and the members of the other directorates within TCS to ensure that high professional standards are met

- maintain highly functional and collaborative working relationships with colleagues by interacting effectively, contributing to discussions and seeking advice.
- understand and accept the contributions of others in a multi-disciplinary and collaborative environment to provide a highly competent and seamless service to TCS.
- establish and maintain effective communication networks with stakeholders.
- work collaboratively with stakeholders.

3.11 complete other duties that are directed as needs change or grow, if the duties are consistent with the purpose of this position and any relevant legal and/or industrial obligations

- duties may include the completion of project work that presents itself during the course of the operational and strategic review of the actions associated with the School Strategic Plan or other directorate strategies.