



Role Description

Title:	Tuckshop Convenor	Location:	Toowoomba
Reports to:	Principal	Classification:	Services Staff Level 3
School:	Our Lady of Lourdes Primary School	Tenure:	Fixed term, Term time

1. Purpose

The Tuckshop Convenor manages the effective and efficient operation of the tuckshop in accordance with the policies and procedures of the School's Work Health and Safety (WHS) practices.

2. 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
- 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
- the ability to lead and motivate a team and relate well to students and volunteers
- knowledge of nutritional requirements of school aged students
- the ability to work with the Microsoft suite of products
- a current blue card for working with children issued by Blue Card Services, or the willingness and ability to obtain one prior to commencement

Desirable

- QAST Food Safety Supervisor Course

3. Key result areas

- 3.1 coordinate the ordering of food to meet daily and weekly requirements
- 3.2 coordinate the preparation of the food daily
- 3.3 coordinate and provide food services daily
- 3.4 provide direct supervision and training to assistants
- 3.5 manage the budget within the allocated monetary constraints
- 3.6 coordinate payment of invoices

- 3.7 comply with all WHS policy, safe work procedures, instructions and rules and promote a positive safety culture in the Tuckshop
- 3.8 collaborate and communicate with others to ensure high professional standards are met
- 3.9 contribute to and promote the development, alignment, attainment and review of the College Strategy and the strategic goals of the Diocese of Toowoomba Catholic Schools (TCS)
- 3.10 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

4. Statement of responsibility

While at work the position holder must

- take reasonable care for their own health and safety
- take reasonable care that their acts or omissions do not adversely affect the health and safety of other persons
- comply, so far as the position 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
- cooperate 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. Statement of duties

The information detailed above is an accurate reflection of this position. Attached to this position 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

Tuckshop Convenor (Level 3)

3.1 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

3.2 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, ie dusting shelves and stock, wiping down benches, cleaning all equipment and fixtures and sweep and mop floors

3.3 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

3.4 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

3.5 Manage the budget within the allocated monetary constraints

- prepare a cash float for each day's trading
- 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

3.6 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

3.7 Comply with all WHS policy, 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 recording and advising 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

3.8 Collaborate and communicate with others 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
- establish and maintain effective communication networks with internal and external stakeholders and work collaboratively with stakeholders

3.9 Contribute to and promote the development, alignment, attainment and review of the College Strategy and the strategic goals of the Diocese of Toowoomba Catholic Schools (TCS)

- contribute as a member of the college to achieving the strategies set out in both the College Strategy and the TCS Strategic Plan
- attend professional development as appropriate
- document and report on the progress of initiatives in the College Strategy and the TCS Strategic Plan, as required

3.10 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

- the employer may direct an employee to carry out such duties as are reasonable within the limits of the employee's skill, competence and training; consistent with the classification structure within the current agreement
- any direction issued by the employer shall be consistent with the employer's responsibilities to provide a safe and healthy work environment