



Position Vacant

Tuckshop Convenor – Northview State School

Suitably qualified applicants are invited to apply for the position of Tuckshop Convenor at the Northview State School Tuckshop, operated by the P&C Association. The successful applicant will join a small friendly team of volunteers serving a primary school of approximately 400 students. This position is for an immediate start. Members of the public are invited to apply, as well as members of the school community.

Hours: Flexible. Currently run as Monday, Wednesday, Friday - 8am to 2pm. Approximately 18 hours per week. No work on public holidays or school holidays.

Pay: Casual position – Retail Manager Level 1. Award conditions and payment as per *Parents and Citizens Associations Award – State 2016 (Qld)*. The current rate of pay is \$28.34/hr.

Details of the Role:

To oversee the day-to-day operation of the Tuckshop and be responsible for its effective and efficient operation within the guidelines and processes set by the School, the P&C Association, Education Queensland and the Queensland Association of School Tuckshops (QAST).

Duties will include:

- Ordering and receiving or collecting stock from suppliers on a regular basis.
- Maintain high standards of hygiene in storing, handling, preparing, and serving food and in accordance with any applicable mandatory food safety legislation.
- Financial management - processing daily takings, working within a set budget.
- Provide training, supervision, and support to all Tuckshop volunteers.
- Prepare the volunteer roster and assist with the recruitment of new volunteers.
- Ensure a pleasant working environment for all volunteers.
- Prepare a written report for the P&C President to present at monthly P&C meetings.
- Perform a stock take at the end of each term.

Desirable Qualities:

- ESSENTIAL: A current Blue Card (Working with Children check). The successful applicant MUST hold a Blue card prior to commencing the role.
- Experience with food preparation and handling practices. Must have (or be willing to undertake training for) Food Safety Supervisor Certificate.
- Demonstrated ability to follow procedures and direct instructions.
- Demonstrated ability to work under pressure and meet deadlines.
- Personal drive and integrity. Creative flair with food would be advantageous.
- Excellent interpersonal skills, including the ability to listen and communicate effectively and empathetically to achieve successful outcomes. Maintain positive and respectful relationships with students, parents, staff, P&C executives, suppliers, and other relevant parties.
- Sound knowledge of key policies and legislation (including Workplace Health and Safety legislation, Student Protection Policy, Queensland Smart Choices Guidelines for schools).

Application Process:

Please send through a current resume and contact details for two referees.

All applications will be acknowledged and treated with the strictest confidence. Questions can be directed to the P&C Vice President Katrina O'Hara (phone 0418 256 778).

Applications via email katrinaohara123@gmail.com or in person at Northview State School, 54 Pioneer Street, Mount Pleasant Qld 4740.

Applications close 6.00pm on Sunday 7th February 2021.