



Position Description

Role Title:	Tuckshop Assistant
Award:	Parents and Citizens Association Award – State 2016
Classification:	Retail Operations Stream - Retail Assistant
Employment Status:	Casual
Reports To:	The Tuckshop Assistant shall be accountable to the Tuckshop Convenor and the P&C Association of the Gumdale State School .

1. Primary Function

- To assist the Tuckshop Convenor in accordance with the policies, operational guidelines and directions of the P&C Association.
- To actively promote the objectives and goals of the Parents & Citizens Association within the school community.

2. Role Duties

- To assist the Tuckshop Convenor as directed in accordance with the policies and standards are determined by the P&C Association.
- As directed by the Tuckshop Convenor, check deliveries for quality (incl temperature), return any stock not up to standard and obtain credit notes for the same. Match quantities with delivery dockets/invoices and return all paperwork to the Convenor.
- Preparation and cooking of food in line with the Queensland Governments 'Smart Choices' strategy.
- Handle and store food under the required conditions as outlined in policies/standards and as directed by the Convenor.
- To assist in maintaining the Tuckshop in an orderly condition at all times – including the standard maintenance of equipment.
- To be aware of and take whatever action necessary to ensure the hygiene, health and safety is maintained at all times.
- Assist in stocktake as required.



- Ensure that correct food hygiene practices are observed to prevent spoilage and contamination, including the monitoring of temperatures in storage environments such as ovens, fridges and freezers.
- Assist Convenor in counting and recording of money and expenditure on a daily basis.
- Protect foodstuff and equipment from vermin by ensuring the space is free from any garbage at the finalisation of each day.
- Restrict entry to the tuckshop to only those who should be there.
- To be aware of community needs and changes as they occur and how these can or do influence the Tuckshop and report these matters to the Tuckshop Convenor and P&C Association.
- Build excellent working relationships with voluntary workers, focusing on engaging them in the day to day operations of the tuckshop.
- Accept opportunities for ongoing development and training.
- Co-operate with the school and the P&C Association when changes affect the tuckshop routine.
- Be aware of changes to the tuckshop environment including but not limited to Education Queensland policy, specifically *'Smart Choices – Healthy Food and Drink Supply Strategy'*, school policy, P&C Association policy and the school community in general.
- Treat all customers, colleagues, community members and other stakeholders with respect and dignity at all times.
- Follow all reasonable and lawful directions of your managers/supervisors and the P&C executive.
- Uphold a high ethical and professional standard and represent the P&C Association positively at all times.
- Follow the directions of the appointed Emergency officers (e.g. Fire Wardens) and/or the Principal and his/her appointed representatives in the event of an Emergency or an Emergency Drill.

4. Essential

- Comply with Tuckshop Operating Guidelines.



- Dress – All footwear is to enclose the whole foot to protect from injury from hot food/liquid and sharp instruments.
- Comply with the P&C Association Code of Conduct.

Acknowledgement

I, acknowledge that I have read and understood the duties described in this Position Description and agree to carry out my duties to meet these outcomes to the best of my ability. I also understand that at times I may be required to undertake additional duties relevant to the position that are not listed in this statement and that fall within my competency and skill set. I have received a copy of this Position Description.

(This is to be signed by the successful candidate or position holder – not be signed by applicants for the position).

Employee

Name:

Signed:

Date: / /

P&C President

Name:

Signed:

Date: / /