



Position Description

Role Title:	Tuckshop Convenor
Award:	Parents and Citizens Association Award – State 2016
Classification:	Retail Operations Stream - Retail Manager
Employment Status:	Part time – 3 days/week (7.30am-2.30pm)
Reports To:	The Tuckshop Assistant shall be accountable to the P&C Association of Gumdale State School .

1. Primary Function

- To manage the Tuckshop and be responsible for the effective and efficient operation of the shop placed under their control 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 manage the Tuckshop under their control in accordance with the policies and standards as determined by the P&C Association as approved.
- To actively plan for and maintain high standards of management and maintenance of the equipment & Tuckshop at all times.
- Development, implement and review procedures for the daily operations of the tuckshop.
- Develop and annually review costings for each menu item.
- Order goods from suppliers approved by the P&C Association in accordance with stock levels set by the P&C Association.
- 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, cooking and storage of food in line with the Queensland Governments 'Smart Choices' strategy and approved policies/guidelines.
- Ensure menu is Smart Choices compliant. Make recommendations to the P&C Association on requirements under Smart Choices.
- Seek the opinions of students and the school community regarding menu.



- Hand over delivery dockets and credit notes to your designated Manager on a weekly basis.
- Ensure the Tuckshop is in an orderly and safe condition at all times – including the standard cleaning and maintenance of equipment is undertaken.
- Be responsible for workplace health and safety within the Tuckshop, immediately record incidents, advise the P&C Association of any potential or actual hazards and record and notify the P&C Association of any injuries or dangerous occurrences.
- To ensure the hygiene, health and safety requirements of the Tuckshop are maintained at all times.
- Ensure all stock is stored within the Food Safety requirements. Stocktake each term and provide a copy to the P&C Treasurer 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.
- Protect foodstuff and equipment from vermin by ensuring the space is free from any garbage at the finalisation of each day.
- Report in writing to the P&C Association and/or Tuckshop Committee meetings, matters affecting the running of the tuckshop including advice concerning the menu, new products available, price changes, equipment maintenance and replacement needs.
- To be aware of the *Accounting for Parents and Citizens' Associations Manual*, which outlines the requirements for the operation of P&C Association business.
- Put out a float for each days trading and make sure money is kept securely
- Ensure control of cash takings are secure and remove excess money regularly for safe-keeping.
- Together with a second person, clear the cash trays, count the money and record takings and expenditure each tuckshop day.
- Complete end of day trading reconciliations.
- Record the daily takings.
- Prepare the bank deposit slip and take the banking to the office daily.
- Store the float for the next day in a secure place as per your insurance or as directed.
- Submit monthly written reports to the P&C Association on the operation of the Tuckshop, using the supplied report template.
- To participate in the preparation of the annual budget, and provide advice and guidance to the P&C Association as may be required.
- Ensure compliance with all Government Regulations, legislation and standards and requirements at all times and assist the P&C Association in completing any necessary forms or returns.



Gumdale State School

Parents and Citizens Association

- Retain the Tuckshop keys in a safe place. Others may be held by the President of the P&C Association or their nominee and the Principal. Tuckshop keys to be signed out and kept safe at all times.
- Each morning the Tuckshop is to be unlocked and checked that all is in order.
- At the end of the day ensure all appliances (except refrigerators and freezers) and windows are locked up. Follow P&C Association policy.
- 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 P&C Association.
- Build excellent working relationships with other staff and volunteers, focusing on engaging them in the day to day operations of the tuckshop and encourage a team spirit.
- To identify opportunities for ongoing staff development and training.
- Accept training opportunities in the areas of nutrition, hygiene, management of voluntary workers and general tuckshop management and build contacts with Convenors in other nearby schools.
- 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 from 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.
- Ensure that all volunteer workers:
 - a) Are aware of and comply with the set procedures for signing on and off in the Attendance Sheet.
 - b) Are aware of and comply with established Workplace Health and Safety procedures.
 - c) Are trained in correct stock and money handling and recording procedures as documented in Gumdale State School P&C Association Policies and Procedures.



- d) Always act in the best interests of the Gumdale State School P&C Association and the school at all times.
- e) Are appropriately attended to in case of injury or illness while on duty and that any such injuries or illnesses are reported to the P&C Association and Administration in accordance with established Administration and P&C Policies and Procedures.

3. Other Responsibilities

- If requested by P&C Association be a member of the interviewing panel with members of the P&C Association.
- To recommend to the P&C Association staffing levels. To authorise recommended expenditure in accordance with the Budget for the Tuckshop subject to the necessary approval of the Committee for larger items of equipment, etc.
- To manage staff in cases where there is non-compliance with accepted work patterns, behaviour and standards in accordance with accepted processes. Serious performance and/or behaviour must be reported to P&C President or their nominee.
- Be aware of changes to the Tuckshop environment including but not limited to Government policy, school Behaviour Management policy, personal behaviour, interaction with others in the school community and the Principal's requirements for the operation of P&C business's.
- Be familiar with the emergency equipment.
- 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.

Essential

- Child Risk Management Training.
- Carry, or able to obtain Suitability Blue Card
- Comply with P&C Operating Guidelines.
- Manage staff/volunteer behavior including gossiping and other inappropriate behavior at all times.
- Dress – All footwear is to enclose the whole foot to protect from injury from hot food/liquid and sharp instruments. Ensure staff comply with this.



- Comply with the 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: / /