



Position Description

- Role Title:** Tuckshop Convenor
- Employment Status:** Permanent Part Time (25 hours per week) – 3 months probationary period.
- Reports To:** The Tuckshop Convenor shall be accountable to the **P&C President & P & C Treasurer** of the **Meridan State College P&C Association**.

1. Primary Function

To be in charge of the Tuckshop (Rainforest Café) and be responsible for the effective and efficient operation of the shop placed under their control in accordance with the policies and directions of the P&C Association.

2. Role Duties

- To manage the Tuckshop under their control in accordance with the policies and standards as determined by the P&C Association from time to time.
- To actively promote the objectives and goals of the P&C Association.
- To actively plan for and maintain high standards of management and administration of the equipment & Tuckshop at all times.
- Order goods from suppliers approved by the P&C Association in accordance with stock levels set by the P&C Association or their nominee.
- Check deliveries for quality, return any stock not up to standard and obtain credit notes for the same. Match quantities with delivery dockets before signing.
- Hand over delivery dockets and credit notes to the Treasurer Bookkeeper or P&C Treasurer of the P&C Association.
- Cover food and store under the appropriate conditions without delay.
- Stock take each term and provide a copy to the Tuckshop Bookkeeper and P&C Treasurer.

- To manage the staffing of the Tuckshop in a professional manner according to P&C Award.
- To achieve and maintain close and open communication and supervision of all staff and volunteers in the Tuckshop as well as encouraging those volunteering.
- To achieve and maintain the Tuckshop in an orderly and safe condition at all times.
- Be responsible for workplace health and safety within the Tuckshop - and immediately record and 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 be aware of and take whatever action is necessary to ensure the hygiene, health and safety requirements of the Tuckshop are maintained at all times.
- Ensure that correct food hygiene practices are observed to prevent spoilage and contamination.
- Protect foodstuffs from vermin.
- Manage Tuckshop waste in line with school procedure, supporting school Cleaning staff and programs.
- To be aware of the Budget for the Tuckshop and take all steps to ensure compliance with that Budget and the *Accounting for Parents and Citizens' Associations Manual*, for the operation of P&C Association business.
- Put out a float for each days trading. Avoid touching money when handling food.
- Observe sound control of takings and remove excess money regularly for safe-keeping in accordance with school policy.
- Together with a paid worker, clear the cash trays, count the money and record takings each day.
- Prepare the bank deposit slip and deposit the takings daily in the P&C Association bank account or with a receiver designated by the P&C Association.
- Store the float for the next day in the Tuckshop safe.
- Manage and account for the P&C Convenor Debit Card, signing the appropriate declaration agreement form. The Debit Card is to only be used for authorized Tuckshop purchases and kept in the Tuckshop safe when not in use.
- To submit regular written reports to the P&C Association on the operation of the Tuckshop.
- To participate in the preparation of the annual budget, and provide advice and guidance to the P&C Association as may be required from time to time.

- To 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.
- 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.
- Unlock the Tuckshop and check that all is in order.
- Before locking up, switch off all appliances (except refrigerators and freezers) and lock windows.
- 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 to report these matters to the P&C Association.
- To undertake annual Department of Education visitor and volunteer training, including Student Protection training.
- To plan for and provide opportunities for ongoing staff development and training.
- Maintain regular communication with the P&C Association and /or Tuckshop committee through the President.
- 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.
- Build good relationships with voluntary workers and encourage a team spirit.
- Co-operate with the school when changes in the program affect the Tuckshop routine.
- Seek the opinions of students and the school community regarding their food preferences.
- 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.

3. Other Responsibilities

- To assist with arrangement of advertisements for staff vacancies, participate in interviews with members of the P&C Association and School leadership.
- To recommend the engagement, appointment and dismissal of staff.
- To authorise expenditure in accordance with the Budget for the Tuckshop subject to the necessary approval of the Committee for larger items of equipment, etc.

- To counsel 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.
- Liaise with College Staff in the ordering and provision of catering for College events abiding the MSC Catering requirements.
- Liaise with and support Hospitality Department staff and students in the provision of industry placement and feedback.

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

Employee

Name:

Signed:

Date:/...../.....

Supervisor/Manager

Name:

Signed:

Date:/...../.....