

Position description – Tuckshop Assistant

Department: Finance

Objective: Contribute to the provision of a balanced range of nutritional food at a reasonable cost to students and staff within the school, while maintaining a high standard of hygiene in the preparation, presentation and serving of food.

Assist the Tuckshop Co-ordinator with the daily administration of the school Tuckshop; provide quality customer service to students, clients and staff through professional, timely and cost effective Tuckshop services.

Responsible to: Business Manager

Liase with: Business Manager, Finance Team, Suppliers, External Entities, Teachers, Students and Parents

Status of employment: Permanent Part-time Term-time Only

Qualifications and experience:

- Food Safety Supervisor's Certificate
- Food Handling Certificate
- Current Blue Card – or eligibility to apply for one
- Have an understanding of the Queensland Association of School Tuckshops Inc. (QAST) guidelines for schools, health and safety awareness and awareness of special dietary needs for students
- Previous experience in food service business
- Skills and experience in food preparation and knowledge of food safety and hygiene practices
- Some financial management and Microsoft Excel skills
- Excellent interpersonal skills with the ability to develop and maintain strong working relationships with stakeholders at all levels (including volunteers) to achieve desired outcomes
- High level of initiative, with the ability to work autonomously and positively contribute as a team member

Personal skills and attributes:

- Personal faith in Jesus Christ
- To act always in a manner consistent with the College Lifestyle Agreement
- Display exemplary work ethic and inter-personal skills
- Possess and display excellent communication skills
- Prioritise and effectively manage workload
- Be punctual, highly organised and self-motivated
- Adhere to the College's Confidentiality and Privacy Policy

- Maintain a high level of professionalism at all times
- Maintain an excellent personal presentation at all times

Responsibilities:

- Assist the Tuckshop Co-ordinator with the day-to day operation of the Tuckshop
- In conjunction with the Tuckshop Co-ordinator, contribute to the Tuckshop menu with innovative, nutritional and profitable menu items
- Develop and deliver high level customer service standards across all aspects of the Tuckshop operations
- Assist the Tuckshop Co-ordinator with checking the quality and quantity of all Tuckshop deliveries
- Seek out information about changes to and/or requirements of the daily College programme and communicate to Tuckshop Co-ordinator
- Seek the opinions of students and the school community regarding their food preferences and communicate to Tuckshop Co-ordinator
- Support special event days and other catered school functions as required
- Assist the Tuckshop Co-ordinator with the daily duties of the Tuckshop operation – this may include cooking, vegetable/food preparation, packaging, shelf stocking, cleaning, serving, till operation
- Assist Tuckshop Co-ordinator with the monthly stock takes of all non-perishable stock

WH&S and Compliance

- Ensure that correct food hygiene practices are maintained in accordance with associated food legislation, regulations and standards
- Ensure the Tuckshop is maintained and cleaned to a high standard. Assist the Tuckshop Co-ordinator with all necessary cleaning duties at the end of each term
- Ensure and observe WH&S and Compliance Information as required to meet legislative responsibilities (Including those of the Townsville City Council – Food Business Licencing department)
- Restrict entry to the Tuckshop to authorised persons only
- Ensure understanding about action to be taken in emergencies and be clear about all policies of the school

Financial

- Assist the Tuckshop Co-ordinator with the checking of all supplies against invoices and communicate any discrepancies to the Tuckshop Co-ordinator immediately
- Ensure that all till processing is undertaken in accordance with Finance Department guidelines and appropriate records of takings are kept
- Follow-up the outstanding balances on all accounts and ensure that all accounts are settled in full by the end of each term
- For all personal purchases made in the Tuckshop, ensure that this is recorded by the Tuckshop Co-ordinator. Under no circumstances are purchases to be recorded by the person making the purchase



Other requirements: All members of staff at Calvary Christian College are expected to:

- Convey to the public a positive image of the College
- Contribute to a pleasant and enjoyable work environment
- Abide by the Code of Conduct, Lifestyle Agreement and all other College Policies
- Remain up to date with any changes to the Code of Conduct, Lifestyle Agreement and any other College Policy
- Not have contact with any enrolled student via social media (excluding immediate family members)
- Maintain an understanding of the Workplace Health and Safety and Safety Standards of the College, in consultation with the College's Workplace Health and Safety Officer
- Participate in staff training and development activities to assist in the achievement of Organisational and individual/work goals
- Hold a valid 'Blue Card' and undergo a 'Working with Children Check' performed by the Commission for Children and Young People and Child Guardian every three years (for all non-teaching positions) or hold current Queensland College of Teachers Registration (all teaching positions)
- Carry out other duties from time to time as required