

Position Description

Position: Tuckshop Retail Assistant
Retail Operations Stream

Employment Status: Casual

Reports To: The Tuckshop Assistant shall be accountable to the Balmoral State High School P&C Association Executive.

1. Primary Role

To assist the Tuckshop Convenor in accordance with the policies and directions of the P&C Association.

2. Role Duties

- To assist the Tuckshop Manager as directed 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.
- Check deliveries for quality and match quantities with delivery dockets if directed by the Tuckshop Manager.
- Hand over delivery dockets and credit notes to the Tuckshop Manager.
- Ensure deliveries are checked and correct.
- Cover food and store under the appropriate conditions without delay.
- To achieve and maintain the Tuckshop in an orderly and safe condition at all times.
- To be aware of and take whatever action is necessary to ensure the hygiene, health and safety at all times.
- Ensure that correct food hygiene practices are observed to prevent spoilage and contamination.
- Protect foodstuffs from vermin.
- Place garbage bins outside the canteen for emptying daily.
- Avoid touching money when handling food.
- 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 Tuckshop Manager.
- 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, working with voluntary workers and general tuckshop issues.
- Assist the Convenor to conduct a full stock-take of the tuckshop stock at the end of each month or as otherwise requested by your supervisor.

3. Other Responsibilities/Duties

- Be aware of changes to the Tuckshop environment including but not limited to Education Queensland 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.
- 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 Principal and his/her appointed representatives in the event of an Emergency or an Emergency Drill.

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:/...../.....