



Expression of Interest Tuckshop Convenor (Casual)

Annandale State School P&C Association is seeking applications for a casual tuckshop convenor to assist in re-establishing our school's tuckshop.

Position duration: Commencing the week of the 28 October to Friday 13 December. This position may be extended or increased in hours of operation.

Engagement – Casual, paid in accordance with P&C Association Award – State 2016 (reprint September 2021)

Nominal Hours of Work – Upto 20 hours per week. Hours of operation to be confirmed with successful applicant.

Application Closing Date – Friday 18 October 2024, 3pm

Role Description:

The Tuckshop Convenor is in charge of the day to day operation of the Annandale State School Tuckshop and is responsible for the effective and efficient operation of the Tuckshop in accordance with the policies and directions as determined by the Annandale State School P&C Association and work safe practices.

The successful applicant will be expected to:

- Plan and supervise all work of the Tuckshop including regular (e.g. daily, weekly, monthly, quarterly and annual) activities and special catering events such as meal deals, sports days, etc.
- Coordinate and manage volunteers including training new volunteers in their duties including the correct use of equipment and good hygiene practices.
- Maintain competency in food safety and people management practices.
- Maintain familiarity with relevant guidelines and standards associated with the role including SmartChoices.
- Maintain cooperative relationships with voluntary workers, staff and the school community.
- Devise and seek continual improvement in current practices to ensure efficient, timesaving cleaning programs are part of the daily routine to prevent contamination of food.
- Ensure that equipment is used correctly, cleaned promptly and well maintained.
- Order goods and check deliveries for quality (and temperature where appropriate) and return any stock not up to standard (and obtain credit notes).
- Organise and retain delivery dockets and credit notes.
- Perform stocktakes.
- Observe secure control of takings, clear cash trays, count money and record takings.
- Perform banking for the P&C Association.
- Maintain Tuckshop building security.
- Provide written reports and advice regarding the operation of the tuckshop, and where available attend P&C Association meetings once per month.
- Hold and maintain a current Suitability (Blue) Card.
- Undertake annual mandatory training.

While not mandatory, having formal food safety qualifications will be advantageous. It will be expected that the successful applicant will complete the I'M ALERT Food safety online program from the Townsville City Council.

The successful applicant will be subject to a criminal history check.

Applications should include as a minimum a covering letter and resume. Hardcopy applications can be hand delivered to the school office between 8:00am and 3:30pm or alternatively applications can be submitted via email to PandCExecutive@annandaless.eq.edu.au. Applications close Friday 18 October 2024, 3pm.