ST PATRICK’S COLLEGE MACKAY

POSITION DESCRIPTION

POSITION: Tuckshop Assistant

REPORTS TO: The School Principal or Tuckshop Convenor

CLASSIFICATION: Level 1

Purpose of Position:

Contribute to the effective and efficient operation of the school tuckshop service by providing a high level of food hygiene and customer service.

Ensure that a high standard of safety applies to all facilities and ensure that all duties are completed to an acceptable standard as determined by the principal and school administration.

Typical Duties:

- Practice confidentially in relation to all aspects of the role.
- Responsible for the day to day operation of the tuckshop within the guidelines and processes set by the school.
- Ordering stock from approved, reliable suppliers.
- Receiving and checking all supplies against invoices and delivery dockets, signing same before handing over to the Principal or nominee for payment.
- Review tuckshop pricing on a regular basis in consultation with the Principal.
- Handling money and correct balancing of same, counting the daily takings and ensuring that daily takings are delivered to the Finance Assistant for banking.
- Performing a stocktake annually – a copy of which is to be provided to the Principal.
- Order and organise all food prepared and sold.
- Follow workplace Health and Safety procedures in relation to the preparation of food and the cleanliness/hygiene of the tuckshop.
- Daily cleaning/tidying of the Tuckshop area.
- Ensuring all stock is stored in a tidy and clean manner.
- The rostering, supervision and support of all tuckshop volunteers.
- Observing the security of the Tuckshop by restricting Tuckshop entry to authorised persons only.
- Ensuring a high standard of customer service and hygiene is maintained.
- Submitting regular reports to the Principal on the operation of the Tuckshop.

Mandatory qualifications and requirements:

- An understanding of and a commitment to the ethos of Catholic Education, a Working With Children Check (WWCC) and eligibility for a Suitability Notice is required.
- Undertake Student Protection Training.
- Undertake Workplace Health and Safety Training.

I acknowledge that I have sighted and been provided a copy of this Position Description.

_________________________ Date

_________________________ Date