



POSITION DESCRIPTION

POSITION:	Tuckshop Coordinator	STATUS: Term- Time
REPORTS TO:	The School Principal or Nominee	DATE:
CLASSIFICATION:	Level 3	SCHOOL/COLLEGE: St John's Walkerston
EMPLOYEE NAME:		

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 confidentiality 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.
- Monitor and process orders made via FlexiSchools ordering app and update menu items as required.
- 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.

Student protection is paramount in Catholic kindergartens, schools, colleges and OSHC centres. Our commitment to the protection of children is based on our belief that each person is made in the image of God, and our ethos is to provide a safe and supportive environment for all. All children have the right to expect that the school will always act to protect them from any kind of harm. All staff employed by Catholic Education – Diocese of Rockhampton have a responsibility to act in a way which prioritises the safety of all children.

Catholic Education in the Diocese of Rockhampton complies with all Student Protection legislative requirements. This includes meeting the accreditation requirements of the Non-State School Accreditation Board, which has approved the Student Protection Processes and Guidelines to be used in schools.

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

Employee Name (Please Print)

Signature

Date